INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES III
THE DEPARTMENT OF THE TREASURY
NO. 20
MASSACHUSETTS
PART I

NATIONAL ARCHIVES PROJECT
WORKS PROGRESS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
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SERIES III THE DEPARTMENT OF THE TREASURY
NO. 20. MASSACHUSETTS

PART I
ACCOUNTS AND DEPOSITS
UNITED STATES COAST GUARD

Boston, Massachusetts
The National Archives Project
1938

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Massachusetts since that date as a state project of that Administration.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgments, and general discussions of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, is each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc.

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives. When it contains substantial information on addenda sheets which has not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

In Massachusetts the work of the Survey has been under the direction of Mr. J. W. McElroy. This inventory of the records of the Department of Commerce in Massachusetts was prepared in the Boston office of the Survey, and was edited before final typing by Dr. Erik Achorn of the Washington office.

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Formerly Regional Director
of the Survey of Federal
Archives and Supervisor of
The National Archives Project
in Massachusetts

Boston, Massachusetts
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OFFICE OF THE COMMISSIONER OF ACCOUNTS AND DEPOSITS

BOSTON

REGIONAL DISBURSING OFFICE, DISTRICT 1
Post Office and Court House Bldg., Post Office Sq.

This agency was established under Executive Order 6166, dated June 10, 1933, to act as disbursing agent for Treasury accounts in Massachusetts. Reports and important records are sent to headquarters, Washington, D.C. The records are in good condition and kept accessibly in modern equipment. The records of the now defunct Massachusetts and New Hampshire disbursing offices for CWA funds are in the custody of this agency.

Accounts

1. LEDGER SHEETS, Nov. 16, 1934 - Apr. 16, 1936. Containing tabulations under appropriation and collection symbols designating various Government agencies. Filed chronologically. (Frequently, official.) 11 x 17 folders (6) and 12 x 16 loose-leaf books (2), 9 in., in 2 drawers of metal filing case. R. 710. (3184)

2. ACCOUNTS SUSPENDED, Nov. 16, 1934 to date. Memoranda. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. R. 710. (3172)

3. CERTIFICATES OF DEPOSIT, Nov. 16, 1934 to date. Federal Reserve Bank. Filed chronologically. (Occasionally, official.) 3½ x 8 bundles, 4 ft., in drawer of steel filing case. R. 710. (3552)

4. DAILY STATEMENT OF BALANCES, Nov. 16, 1934 to date. Form 1701, report and tabulation of accounts. Filed chronologically. (Frequently, official.) 8½ x 11 binders, 1 ft., in drawer of metal filing case. R. 710. (3378)

5. DAILY SUMMARY OF DISBURSEMENTS, Nov. 16, 1934 to date. Form 1692. Filed chronologically. (Frequently, official.) 9½ x 12 folders, 3 ft., in 2 drawers of metal filing case. R. 710. (3424)

6. LOT SUMMARIES OF DISBURSEMENTS, Nov. 16, 1934 to date. Form 1667, statements of lot disbursements to regional suboffices. Filed chronologically. (Occasionally, official.) 8½ x 10½ covers, 2 ft. 6 in., in drawer of steel filing case. R. 710. (3523)

7. PROGRESS SHEETS, Nov. 16, 1934 to date. Showing route of each group of vouchers to respective stations for recording of voucher and check numbers, check symbols, totals of checks and vouchers. (Daily, official.) 9 x 12 folders, 10 ft., in 5 drawers of steel filing cases. R. 710. (4518)

8. PROOF OF DEPOSITARY BALANCE, Nov. 16, 1934 to date. Standard Form 1693, daily statement of checking account. Filed chronologically. (Occasionally, official.) 9 x 14 covers, 5 ft. 6 in., in drawer of steel filing case. R. 710. (3554)

9. PROPERTY RECORDS, Nov. 16, 1934 to date. Copies of bids and orders for purchases of office equipment. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of steel filing case. R. 710. (3553)

10. REGISTER OF LOT NUMBERS, Nov. 16, 1934 to date. List of groups of checks forwarded to various projects and agencies. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 710. (3364)

11. REGISTER OF VOUCHER NUMBERS, Nov. 16, 1934 to date. List of voucher numbers covering vouchers for all checks issued. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 710. (3157)

12. SCHEDULE OF COLLECTIONS, Nov. 16, 1934 to date. Report of all collections. Filed chronologically. (Daily, official.) 9½ x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 710. (3584)

13. SCHEDULE OF DISBURSEMENTS, Nov. 16, 1934 to date. Copies of standard Form 1065, daily schedule mailed to Division of Disbursement, Washington, D.C. Filed chronologically. (Occasionally, official.) 8½ x 11½ loose-leaf books, 6 ft., in 3 drawers of steel filing case. R. 710. (3551)

14. STATEMENT OF DEPOSITARY ACCOUNTS, Nov. 16, 1934 to date. Standard Form 1684C, statement of accounts used for payment of various items of office overhead. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 710. (3524)

15. SUMMARY OF COLLECTIONS, Nov. 16, 1934 to date. Standard Form 1693, daily statements. Filed chronologically. (Occasionally, official.) 8 x 10½ covers, 1 ft. 6 in., in drawer of steel filing case. R. 710. (3549)

16. VOUCHERS PAID, July 1, 1936 to date. Original vouchers for checks issued, forwarded weekly to headquarters, Washington, D.C. (Never.) 9 x 12 loose papers, 2 ft., in drawer of steel filing case. R. 710. (3242)

Checks

17. CHECK RECEIPTS, Nov. 16, 1934 to date. Original receipts for all checks issued. Filed chronologically. (Occasionally, official.) 8 x 11 loose papers, 2 ft., in drawer of steel filing case. R. 710. (3067)

18. CHECKS UNDELIVERED OR UNCLAIMED, Nov. 16, 1934 to date. Filed alphabetically. (Frequently, official.) 3½ x 9 loose papers, 10 in., in metal safe. R. 710. (3181)

19. MEMORANDUM OF RETURNED CHECKS, Nov. 16, 1934 to date. Forms 1145 and 166A. Filed alphabetically. (Frequently, official.) 3½ x 8 loose papers, 2 ft. 6 in., in 5 drawers of metal filing cases. R. 710. (3380)

Correspondence

20. GENERAL CORRESPONDENCE, Nov. 16, 1934 to date. Communications with offices in this area. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. R. 710. (3235)

21. GENERAL ACCOUNTING OFFICE, Nov. 16, 1934 to date. Letters and memoranda, from General Accounting Office, Washington, D.C., describing methods of making disbursements. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 710. (3550)

22. GENERAL COLLECTION CORRESPONDENCE, Nov. 16, 1934 to date. Correspondence with subsidiary offices concerning collections. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 710. (3629)

23. GENERAL FILE, Nov. 16, 1934 to date. Correspondence, reports, and tabulations covering 65 offices in New England. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 710. (3630)

24. PROCEDURE, Nov. 16, 1934 to date. Orders, letters, and memoranda issued by the Treasury Department outlining procedures to be followed in making disbursements. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 710. (3515)

25. STOP PAYMENT CORRESPONDENCE, Nov. 16, 1934 to date. Pertaining to lost or stolen checks. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. R. 710. (3423)

26. TELEGRAMS, Nov. 16, 1934 to date. Telegrams received and copies of telegrams sent. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. R. 710. (3210)

27. TRANSMITTAL LETTERS, Nov. 16, 1934 to date. Forms 1 and 6599, pertaining to deposits sent to banks. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. R. 710. (3468)

28. CANCELLATION AND REMAIL CORRESPONDENCE, Dec. 1, 1934 to date. With all subsidiary offices. Filed chronologically. (Frequently, official.) 9½ x 12 folders, 6 in., in drawer of metal filing case. R. 710. (3637)

Personnel

29. PERSONNEL, Nov. 16, 1934 to date. Memoranda concerning all employees. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 710. (3203)

Civil Works Administration Records
From Regional Disbursing Office No. 1 for N.H. and Mass.

30. CONTROL SLIPS OF PAID VOUCHERS, Mar. 1, 1933 - Nov. 10, 1934. Referring to miscellaneous paid vouchers. Filed alphabetically. (Occasionally, official.) 3 x 5 loose papers, 9 ft. 9 in., in 10 drawers of wooden filing cases. R. 1605. (1679)

31. DESIGNATION LETTERS OF CERTIFYING OFFICERS, Nov. 1, 1933 - Mar. 31, 1934. Letters appointing certifying officers. Filed alphabetically. (Never.) 9 x 11 and 9 x 12 folders, 12 in., in drawer of metal filing case. R. 1603. (1673, 1334)

32. GENERAL CORRESPONDENCE, Nov. 1, 1933 - Mar. 31, 1934. Letters to assistant disbursing officers concerning pay rolls and checks forwarded to them. Filed geographically. (Weekly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 1603. (1333)

33. TRANSMITTAL LETTERS, Nov. 1, 1933 - Dec. 31, 1934. Received with pay rolls sent in by State Administrative Office of Massachusetts. Filed numerically. (Never.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. R. 1603. (1313)

34. RECORD OF ACCOUNTS, Nov. 1, 1933 - Oct. 31, 1935. Standard Forms 1019, 1027, and 5254; accounts of special disbursing officer. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 1603. (1311)

35. REGISTER OF INCOMING PAY ROLLS, Nov. 1, 1933 - Oct. 31, 1935. Register of pay rolls received from State administrative offices for accounting and to be included in accounts of special disbursing officers. Filed chronologically. (Rarely, official.) 7½ x 12 and 8 x 12½ vols., 2 ft. 6 in., in drawer of metal filing case. R. 1603. (1681)

36. REPORTS, Nov. 1, 1933 - Apr. 30, 1936. Form 5215, list of checks paid by Treasury Department. Filed chronologically. (Occasionally, official.) 8½ x 14 covers, 2 ft. 7 in., on filing cases. R. 1603. (1672)

37. ADMINISTRATIVE CORRESPONDENCE, Nov. 1, 1933 to date. With Washington, D.C., pertaining to administrative details. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in drawer of metal filing case. R. 1603. (1518)

38. MISCELLANEOUS CORRESPONDENCE, Nov. 1, 1933 to date. Concerning lost, void, cancelled, and undelivered checks. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 2 ft. 9 in., in 2 drawers of metal filing case. R. 1603. (1312)

39. MISCELLANEOUS CORRESPONDENCE ABOUT CHECKS, Nov. 1, 1933 to date. Concerning cancelled or undelivered checks. Filed alphabetically. (Rarely, official.) 9 x 11 folders, 2 ft. 9 in., in 2 drawers of metal filing case. R. 1603. (2311)

40. PAY ROLLS FOR PERSONAL SERVICES, Nov. 17, 1933 - Dec. 31, 1934. Standard Forms L-7 and L-7B, CWA pay rolls (quadruplicates). Filed geographically. (Monthly, official.) 10½ x 16 loose-leaf books, 33 ft., in wooden bins. R. 1607. (1682)

41. MISCELLANEOUS VOUCHERS, Nov. 17, 1933 to date. Contracts and correspondence relating to CWA vouchers; also, transmittal letters and general correspondence between disbursing office at Boston, administrative offices of Massachusetts and New Hampshire, and the Central Office, Washington, D.C. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 6 ft. 8 in., in 4 drawers of metal filing case. R. 1605. (1336)

42. MISCELLANEOUS VOUCHERS, Nov. 17, 1933 to date. Contracts and related correspondence, transmittal letters, and general correspondence, all pertaining to CWA activities. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 6 ft. 7 in., in 4 drawers of metal filing case. R. 1605. (2329)

43. WORK SHEETS ON PAY ROLL VOUCHERS, Nov. 20, 1933 - Oct. 31, 1935. Used by assistant disbursing officers for the purpose of clearing their special accounts. Filed alphabetically. (Daily, official.) 9 x 12 covers, 37 ft. 9 in., in 22 drawers of metal filing cases. R. 1603. (1677)

44. ABSTRACT OF UNDELIVERED CHECKS, Nov. 20, 1933 to date. Which assistant disbursing officers were unable to deliver. Filed alphabetically. (Occasionally, official.) 3½ x 8½ paper slips, 1 ft. 2 in., in drawer of metal card cabinet. R. 1603. (1337)

45. ABSTRACT OF UNDELIVERED CHECKS, Nov. 20, 1933 to date. Record of checks which assistant disbursing officers were unable to deliver and which were forwarded to this office. Arranged alphabetically. (Occasionally, official.) $3\frac{1}{2}$ x $8\frac{1}{2}$ loose papers, 1 ft. 2 in., in drawer of metal filing case. R. 1603. (1675)

46. ADMINISTRATIVE CORRESPONDENCE, Nov. 20, 1933 to date. With suboffices and with Washington, D.C. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in drawer of metal filing case. R. 1603. (3287)

47. FIELD SERVICE RECEIPTS, Dec. 27, 1933 - Dec. 26, 1934. For funds received in repayment of erroneously used CWA funds. Filed chronologically. (Occasionally, official.) $3\frac{1}{2}$ x 8 receipts, 3 in., in drawer of metal filing case. R. 1603. (1335)

48. ABSTRACT OF CANCELLED CHECKS, July 1 - Dec. 31, 1934. Cancelled by special disbursing officers. Filed chronologically. (Occasionally, official.) 5 x $8\frac{1}{2}$ bundle, 3 in., in drawer of metal filing case. R. 1603. (1676)

49. ABSTRACT OF CANCELLED CHECKS, July 1 - Dec. 31, 1934. Cancelled by the special disbursing officers. Arranged chronologically. (Occasionally, official.) 5 x $8\frac{1}{2}$ bundle, 3 in., in drawer of metal filing case. R. 1603. (1678)

STATE ACCOUNTS OFFICE
Park Square Bldg., 31 St. James Ave.

This agency was established under the Emergency Relief Appropriation Acts of 1935 and 1936, for the conduct of accounting operations in the Massachusetts district. Periodic reports are made to headquarters, Washington, D.C., of the status of funds allocated by the President, showing obligations, expenditures, and balances. Records are in good condition and kept accessibly in modern equipment.

Allotments

50. ALLOTMENT BREAK-DOWN, July 1, 1935 to date. Record of dates, work progress, official project numbers, locations, symbols, types of work, and amounts allotted. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 3 in., in drawer of steel filing case. R. 357. (8627)

51. DAILY ALLOTMENT BALANCES, Aug. 22, 1935 - July 31, 1936. Record of symbols, official project and allotment numbers, unliquidated encumbrances, and items passed before and after official terminations of projects. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 345. (8421)

52. ADVICE OF ALLOTMENT, Aug. 22, 1935 to date. Form A3, showing date, amount allotted, official project number, location, work and appropriation symbols, descriptive information concerning project, and sponsor proposal number; also pertinent correspondence and information as to disposition of any unused balances. Filed chronologically and numerically. (Daily, official.) 9 x 12 folders, 12 ft., in drawer of metal filing case. Rs. 345 and 357. (8337, 8732)

53. SUBALLOTMENT TRANSFERS, Apr. 11, 1936 to date. Form A10, showing date, project number affected, location of project, amount involved. Filed chronologically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of steel filing case. R. 357. (8733)

54. ALLOTMENT INCREASES PASSED BY PROJECT UNIT, July 1 - Nov. 18, 1936. Form 621, showing allotment advice number, project authorization, location, district and work symbols, and amount of appropriation. Filed chronologically. (Daily, official.) 8 3/4 x 11 bundles, 6½ in., in drawer of steel filing case. R. 357. (8728)

55. ABSTRACT OF ALLOTMENTS, WPA LEDGER SHEETS, July 1, 1936 to date. Form B11-D, showing dates and types of entries, reference numbers, amounts of allotments, expenditures, net encumbrances, unliquidated balances, bureau and allotment numbers. Filed chronologically. (Daily, official.) 11 x 15½ bundles, 42 ft. 6 in., on floor. R. 357. (8497)

56. DAILY REPORT OF ALLOTMENT BALANCES, July 1, 1936 to date. Form B16, covering WPA districts in Massachusetts, showing date, state, project authorization, work done, appropriation symbol, official project and allotment numbers, and unliquidated encumbrances. Filed chronologically. (Daily, official.) 11 x 15½ loose-leaf books, 9 ft., on 6 open wooden shelves. R. 357. (8638, 8717, 8718, 8731, 8720, 8730, 8620)

Checks

57. DAILY SUMMARY OF CANCELLED CHECKS, Aug. 1, 1935 to date. Form 1693, summaries of reports on Form 1044, schedule of collections, showing dates and numbers of checks, payees, reasons for cancellation, amounts, and appropriation symbols. Filed chronologically. (Daily, official.) 9 x 11 3/4 loose-leaf books, 5 in., in drawer of steel filing case. R. 357. (8623)

58. VOID CHECKS TRANSMITTED TO WASHINGTON, D.C., Aug. 21, 1935 to date. Record of voided checks with pertinent correspondence, copies and schedules of checks, and explanations of causes for voidance. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 345. (8499)

59. RECORD OF CHECKS SENT TO WASHINGTON, D.C., Aug. 26, 1935 to date. Date of issuance, name of payee, amount and number of check. Filed numerically. (Daily, official.) 12 x 18 sheets, 4 ft. 10 in., in wooden box. R. 345. (8308)

60. CHECK REPORT TO GENERAL ACCOUNTANT, Sept. 10, 1935 to date. Report to General Accounting Office, Washington, D.C., concerning shipment of checks and issuance of new checks to cover those lost, showing new and old numbers. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 345. (8324)

61. CHECK VERIFICATION, Oct. 22, 1935 - July 15, 1936. Record of check numbers, amounts charged against disbursing clerks, numbers verifying all checks issued, and substitute numbers. Filed chronologically. (Daily, official.) 10 x 12 envelopes, 4 ft. 10 in., in 3 drawers of metal filing case. R. 345. (8329)

62. DAILY CHECK REPORTS FROM BRANCH OFFICES, Feb. 4, 1936 to date. Reports showing verification of checks handled; numbers of checks, how divided; and balances on hand. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 345. (8314)

63. CHECK RECORD, Aug. 15, 1936 to date. Report of verification of check numbers against disbursing clerks' numbers. Filed chronologically. (Daily, official.) 10 x 12 envelopes, 4 ft., in 2 drawers of metal filing case. R. 345. (8323)

Contracts

64. CONTRACTS, May 1, 1934 to date. For buildings, rooms, locations, rentals, telephones, furniture, typewriters, trucks, lights, crushed stone, lumber, hardware, and other contract material (copies). Filed numerically. (Daily, official.) 9 x 12 folders, 28 ft. 9 in., in 15 drawers of steel filing cases. R. 343. (8667)

65. CONTRACTS, AGRICULTURAL, May 1, 1934 to date. For storage of trucks and machinery used for eradication and suppression of gypsy moths and other kinds of plant pests. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 343. (8516)

66. CONTRACTS FOR NAVY YARD, May 1, 1934 to date. For materials and supplies to be used in work at the navy yard such as telephones, typewriters, lights, lumber, crushed stone, hardware, and office furniture; also, for renting space. Filed numerically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 343. (8433)

67. CONTRACTS, COAST GUARD, May 1, 1934 to date. For lumber, concrete bars, machine bolts, drills, hammers, shovels, and wheel barrows. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 343. (8672)

Correspondence

68. PRESIDENTIAL LETTERS, Aug. 22, 1934 to date. Letters from Washington, D.C., authorizing projects and indicating allotments, names of towns, and period allowed; also, pertinent correspondence (copies). Filed chronologically. (Daily, official.) 9 x 12 folders, 5 ft. 3 in., in 3 drawers of steel filing case. R. 345. (8504)

69. PRESIDENTIAL LETTERS, July 5, 1935 to date. Reports of Government funds allotted to State, showing purposes for which allotments were made, official and State project numbers, and descriptions of work to be performed. Filed numerically. (Daily, official.) 9 x 12 folders, 6 ft. 1 in., in 4 drawers of metal filing case. R. 357. (8604)

70. WPA CORRESPONDENCE, Aug. 22, 1935 - July 31, 1936. Correspondence between headquarters and district supervisors concerning pay, hours, differences, location and duration of projects (copies). Filed numerically. (Daily, official.) 9 x 12 folders, 5 ft. 9 in., in 2 drawers of wooden filing case. R. 345. (8967)

71. TRANSMITTAL LETTERS, Aug. 22, 1935 to date. Correspondence sent by heads of departments to supervisors concerning personnel and referred to State Accounting Office for action. Filed chronologically. (Weekly, official.) 9 x 12 folders, 5 ft. 10 in., in 3 drawers of wooden filing case. R. 345. (8319)

72. ADMINISTRATIVE CORRESPONDENCE, Aug. 22, 1935 to date. With branch offices in Fall River and Springfield pertaining to overtime, luncheon time, vacations, sick leaves, failure to report for work, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 345. (8326)

73. DEPARTMENT CORRESPONDENCE, Aug. 22, 1935 - July 31, 1936. Correspondence on pay rolls and encumbrances, dealing with public health, navy yard, agriculture, and internal revenue projects. Filed numerically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. R. 345. (8503)

74. LETTERS, Nov. 6, 1935 to date. Letters from supervisors regarding pay rolls, projects, payments to relatives of deceased workers, and corrections in pay rolls and encumbrances. Filed chronologically. (Daily, official.) 9 x 11½ folders, 3 ft. 4 in., in drawer of wooden filing case. R. 345. (8422)

75. LETTERS, DEAD, Mar. 10 - Sept. 15, 1936. Reports from engineers on the projects for the dredging of the Mystic and New Bedford Rivers. Filed chronologically. (Monthly, official.) 9 x 11½ folders, 9 in., in drawer of wooden filing case. R. 345. (8979)

76. MR. SHANNON'S LETTERS, Mar. 16 - Sept. 10, 1936. Correspondence with the various field supervisors relative to pay rolls, purchases, travel costs, and paid encumbrances (copies). Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 345. (8416)

77. MISCELLANEOUS CORRESPONDENCE, Aug. 31, 1936 to date. Correspondence with Washington, D.C., and branch offices relating to agriculture, the Navy and Coast Guard, and travel methods; also, with railroads regarding bills of lading. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 345. (8500)

Encumbrances

78. LIQUIDATED ENCUMBRANCES, ERA, July 1, 1934 - Dec. 31, 1935. Liquidated encumbrances and vouchers for ERA projects 330292 and 33019, showing appropriations and official project allotments; vouchers for procurement, travel and other encumbrances. Filed chronologically. (Daily, official.) 9 x 12 folders, 28 ft., in 14 drawers of wooden filing cases. R. 345. (8330, 8307)

79. MACHINE ENCUMBRANCE CARDS, June 13, 1935 to date. Perforated card records showing liquidated and unliquidated encumbrances and balance reports; each perforation being a symbol showing respectively: specified amount of money, project and allotment numbers, encumbrance, bureau voucher, and appropriation and Presidential letter numbers. See addenda to serials 10315, 10314, 9234, 10316, and 9235 for further description. Filed numerically and chronologically. (Rarely, official.) 3¼ x 7 3/8 cards, 217 ft. 6 3/4 in., in 201 wooden boxes. R. 357. (10315, 10314, 8615, 9234, 10316, 10175, 9235, 10177, 10178, 10530, 10176, 8613)

80. UNLIQUIDATED ENCUMBRANCES, July 20, 1935 to date. Forms 160 and A6 for unliquidated encumbrances for appropriations 065019, 033029, 012155, 033019, 007049, 012135, 009119, 005055, 261056, 065049, 012165, 033069, 165025, 065035, 365027, 012009, 012049, 065069, 65-068899, 212166, 001089, and 33059 showing dates of purchases, amounts and descriptions of materials; dates of encumbrances; types of bills, including bills for telephone, electricity, office furniture, typewriter rental, car tickets, and transportation of government property. Some filed numerically, some filed chronologically. (Daily, official.) 9 x 12 folders, 23 ft. 7 in., in 7 drawers of metal, and in 19 drawers of steel filing cases. R. 343. (8529, 8688, 8696, 8530, 8527, 8525, 8677, 8526, 8704, 8668, 8522, 8520, 8697, 8678, 8641, 8639, 8523, 8709, 8701, 8708, 8642, 8679)

81. UNLIQUIDATED ENCUMBRANCE TRANSCRIPT, Aug. 10, 1935 to date. Showing allotment numbers, appropriation symbols, and amounts of allotments. Some filed numerically, some chronologically. (Daily, official.) 11¼ x 15½ vols. and loose-leaf books, 12 ft. 10 in., on wooden table. R. 357. (8608, 8461)

82. LIQUIDATED ENCUMBRANCES, Aug. 22, 1935 to date. Reports concerning appropriations 009119, 033059, 065019, 065035, 365027, 033019, 012165, 12049, 012155, 12009, 012009, 065069, 026019, 065049, 001089, 065027, 005055, 065057, 065035, 265016, 033069, 005009, 365087, 005089, and 001089, showing expenses of administrative personnel for travel and purchases; allotments for projects; vouchers for procurement, travel

expenses, supplies, repairs to Coast Guard stations, payments to Public Health Service, and other items. Some filed numerically, some chronologically. (Daily, official.) 9 x 11½ and 9 x 12 folders, 93 ft. 5 in., in 11 drawers of metal filing cases and in 53 drawers of wooden filing cases. Rs. 343 and 345. (8420, 8311, 8303, 8686, 8510, 8509, 8304, 8301, 8687, 8451, 8413, 8964, 8427, 8317, 8328, 8963, 8685, 8695, 8521, 8302, 8681, 8312, 8683, 8310, 8682)

83. UNLIQUIDATED ENCUMBRANCES OF PURCHASES, Aug. 1, 1936 to date. Unliquidated expenses for materials and supplies purchased for projects, including lumber, tools, office furniture, crushed stone, and miscellaneous supplies. Filed numerically. (Daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 343. (8524)

84. UNLIQUIDATED ENCUMBRANCES, TRAVEL, Aug. 1, 1936 to date. Unliquidated expenses for travel relative to setting up, inspecting, arranging, and investigating work done or to be done on projects. Filed numerically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 343. (9042)

Pay Rolls

85. PAY ROLLS, Aug. 22, 1935 to date. Weekly pay rolls of relief and nonrelief workers showing pay roll numbers, official project numbers, works project numbers, locations of projects, and names of sponsors; also, administrative pay roll sheets. Filed numerically. (Daily, official.) 9 x 12 folders, 247 ft. 5 in., in 86 drawers of metal filing cases and in 60 drawers of wooden filing cases. Rs. 343 and 345. (8320, 8514, 8335, 8505, 8299, 8646, 8334, 8501, 8670, 8644, 8674, 8518, 8702, 8519, 8703, 8517, 8650, 8649, 8648, 8663, 8515, 8689, 8694, 8664, 8707, 8669, 8528, 8710, 8666, 8673, 8647, 8640, 8711, 8698, 8706)

86. DIRECT RELIEF TRANSIENT PAY ROLLS, Aug. 22 - Nov. 6, 1935. Symbol XS-G-01 pay rolls of transient camps, paid out as direct relief, showing names of employees, case numbers, amounts and dates paid, and names of transient camps. Filed chronologically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. R. 345. (8506)

87. AGRICULTURE PAY ROLLS, Aug. 22, 1935 to date. Semimonthly pay rolls relative to appropriation 001089 for New England, New York, and Pennsylvania agricultural projects, showing periods covered, names, occupations, rates of pay of employees, hours worked, total pay, and amounts paid. Filed chronologically. (Semimonthly, official.) 9 x 11½ folders, 2 ft., in drawer of wooden filing case. R. 345. (8306)

88. ACCIDENT COMPENSATION PAY ROLLS, Aug. 26, 1935 to date. Pay roll sheets, project 026019, for persons hurt at work indicating names and addresses of individuals, project numbers, periods compensated for, days out, monthly rates, and amounts of compensation. Filed chronologically. (Weekly, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. R. 345. (8423)

89. WPA STUDENT PAY ROLLS, Aug. 26, 1935 to date. Pay rolls under appropriation 065035 for students who receive money for part time employment while at school, under jurisdiction of the NYA. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 345. (8409)

90. NAVY YARD PAY ROLLS, Oct. 15, 1935 to date. Pay rolls under appropriation 009119 for projects at the navy yard, including nonrelief and administrative personnel, giving names of employees, pay rates, classifications, amounts paid, and hours off. Filed chronologically. (Weekly, official.) 9 x 11½ folders, 4 ft. 4 in., in 3 drawers of wooden filing case. R. 345. (8309)

91. PAY ROLL ROUTING SLIPS, Nov. 10, 1935 to date. Pay roll sheets, recording payments, appropriation numbers, project numbers, allotment numbers, number of persons on pay rolls, Treasury voucher numbers, places of payments, amounts of pay rolls, and rentals of equipment. Some filed chronologically, some numerically. (Daily, official.) 3 x 8 and 4 x 8 loose sheets, 77 ft. 7 in., in 20 drawers of metal filing cases. Rs. 345 and 357. (8435, 8621)

92. ERA PAY ROLLS, Nov. 21, 1935 to date. Administrative pay rolls for ERA personnel, recording names of employees, occupations, hours worked, weekly salaries, and names of cities or towns in which projects located. Filed chronologically. (Weekly, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. R. 345. (8322)

93. ADMINISTRATIVE PAY ROLLS, Nov. 29, 1935 to date. Drawn on appropriation 065019 for officials in administrative, finance, project, planning, and safety departments, and in office of NYA. Filed numerically. (Daily, official.) 9 x 12 envelopes, 2 ft., in drawer of wooden filing case. R. 345. (8327)

94. WPA PAY ROLLS, Feb. 1 - July 31, 1936. Pay rolls under appropriation 065057 for educational, professional, and clerical persons in Norfolk, Suffolk, and Middlesex counties; also, pay rolls under appropriation 065069 for personal services rendered in Suffolk county. Filed numerically. (Daily, official.) 9 x 12 folders, 3 ft. 1 in., in 2 drawers of wooden filing case. R. 345. (8428, 8502)

95. PAY ROLL APPROPRIATIONS, Mar. 7, 1936 to date. Form 503C, semimonthly pay rolls under appropriation 165029 for the NYA. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in drawer of steel filing case. R. 343. (8612)

96. PAY ROLL APPROPRIATIONS, May 23,1936 to date. Form 512, pay rolls of relief and nonrelief workers, under appropriation 165028, for work at cemeteries; including grading, reconstruction of battered walls, new roads, sidewalks, gardening, and destruction of ragweed. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 343. (8645)

97. PAY ROLLS, UNLIQUIDATED, Aug. 1, 1936 to date. Record of unliquidated pay rolls and pay rolls which have not been received. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 343. (8531)

Registers

98. DAILY REGISTER OF TRANSACTIONS, FEDERAL, July 1, 1936 to date. Departmental Form B15, record of daily balance, encumbrance amounts, and daily unexpended balance of each appropriation for white collar NYA, and other projects. Filed chronologically. (Daily, official.) 12 x 18 loose-leaf books, 2 ft. 8 in., on open wooden shelf. R. 357. (9047)

99. DAILY REGISTER OF TRANSACTIONS, DISTRICTS 1 - 6, July 1, 1936 to date. Departmental Form B15, for each of the WPA districts in Massachusetts, showing encumbrance amounts and daily unexpended balance of each appropriation. Filed chronologically. (Daily, official.) 12 x 18 loose-leaf books, 5 ft. 6 in., on open wooden shelves. R. 357. (8723, 8722, 8498, 8606, 8714, 8715)

Schedules

100. SCHEDULE OF DISBURSEMENTS, July 14, 1935 to date. ERA and WPA disbursements: names of departments and bureaus, dates paid, payers, places and dates paid, voucher numbers, appropriation numbers, and amounts. Filed chronologically. (Daily, official.) 9 x 12 folders, 37 ft. 2 in., in 7 drawers of metal filing cases, on 3 wooden shelves, and in drawer of wooden filing case. Rs. 345 and 357. (8331, 8605, 8632, 8991, 8611, 8508)

101. SCHEDULE OF COLLECTIONS AND JOURNAL VOUCHERS, Aug. 1, 1935 to date. Record of miscellaneous collections and refunds to appropriations: names of remitters, reasons for refunds, disbursement numbers, amounts, and appropriation symbols. Filed chronologically. (Daily, official.) 9 x 11 3/4 loose-leaf books, 6 in., in drawer of steel filing case. R. 357. (8633)

102. DAILY SUMMARY OF DISBURSEMENTS, Aug. 1, 1935 to date. Form 1692, for daily disbursements from specific appropriations. Filed chronologically. (Daily, official.) 9 x 11 3/4 loose-leaf books, 8 in., in drawer of steel filing case. R. 357. (8721)

103. SCHEDULES OF ADJUSTMENTS, July 1, 1936 to date. Form 1081, records of transfers of funds from projects with surpluses to other projects short of funds in Districts 2, 4, and 6 indicating dates of appropriations, funds to be debited and credited, voucher numbers, and amounts. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in 3 drawers of metal filing case. R. 357. (8602, 8637, 8636)

104. SCHEDULES OF ALLOTMENTS, INCLUDING INCREASES AND DECREASES, DISTRICTS 1 - 7, July 1, 1936 to date. Form AC3, record of allotment increases and decreases for WPA districts in Massachusetts, showing official and works project numbers, locations, types of work, amounts of allotments and increases or decreases. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. ½ in., in 7 drawers of metal filing cases. R. 357. (8631, 8630, 8619, 8634, 8617, 8616, 8618)

Vouchers

105. TRAVEL AND MISCELLANEOUS VOUCHERS, ERA, Apr. 1, 1934 - Dec. 1, 1935. Public vouchers for reimbursement of travel and other expenses, including per diem charge accounts and audits of same. Filed numerically. (Weekly, official.) 9 x 12 folders, 16 ft., in 8 drawers of wooden filing cases. R. 345. (8321)

106. INTEROFFICE TRANSFER VOUCHERS, Aug. 1, 1935 to date. Form 1017G, covering payments in Washington, D.C., of transportation ordered at Boston. (Daily, official.) 9 x 11 3/4 loose-leaf books, 1½ in., in drawer of steel filing case. R. 357. (8603)

107. JOURNAL VOUCHERS, Aug. 1, 1935 to date. Form 5201 from distributing office covering transfers and adjustments of funds between divisions for regular deposits; Form 894, special deposits. Filed chronologically. (Daily, official.) 9 x 11 3/4 loose-leaf books, 8 in., in drawer of filing case. R. 357. (8607)

108. PURCHASE VOUCHERS, Aug. 22, 1935 to date. For purchases under appropriations 012009, 365027, 005055, 007049, 001089, 0030292 and 005089, for administrative, state-wide, and Federal projects, including office supplies, shovels, picks, and lanterns, tables, desks, rental of typewriters, paint and lumber, materials for the eradication of gypsy moths, and materials for sewing projects. Some filed numerically, some chronologically. (Daily, official.) 9 x 12 folders, 80 ft. 5 in., in 41 drawers of steel filing cases. R. 343. (8712, 8705, 8693, 8676, 8690, 8699, 8692)

109. TRAVEL VOUCHERS, Nov. 16, 1935 to date. For transportation expenses incurred under appropriation 06527, 265016, 065019, 033019, 365027, 001089, 065035, and 033029, by the general administrative staff, by officials of the theatrical and professional projects, by workers attached to the Treasury administrative offices, by administrative officers and workers of specific projects. Some filed alphabetically, some numerically, and some chronologically. (Daily, official.) 9 x 12 folders, 42 ft. 4 in., in 25 drawers of metal filing cases. R. 343. (8684, 8700, 8437, 8665, 8680, 8675, 8691, 8671)

110. JOURNAL VOUCHERS, A SERIES, May 1, 1936 to date. Form 1694, summary of Forms 1017G, for adjustment of differences between districts indicating voucher dates, offices of origin, items, debit and credit entries detailing appropriations and projects affected. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of metal filing case. R. 357. (8614)

111. JOURNAL VOUCHERS, June 12, 1936 to date. Form 1694, for clearance of cancelled checks through the general ledger: date of item, proper debit and credit entry, cancelled check number, and name of payee. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 357. (8635)

112. JOURNAL VOUCHERS, July 1, 1936 to date. Form 8-1, record of errors and corrections of entries affecting the general ledger balance. Filed chronologically. (Daily, official.) 11 3/4 x 18 loose-leaf books, 1 ft. 4 in., on open wooden shelf. R. 357. (8609)

113. VOUCHER DISTRIBUTION, GENERAL, July 1, 1936 to date. Form A4, break-down of expenditures on each project, showing voucher numbers, dates, requisition numbers, appropriation symbols, official project numbers, allotment numbers, authorization numbers, location symbols, types of work, objects of expenditures, and amounts. Arranged numerically. (Daily, official.) 4 x 9 papers, 112 ft. 9 in., in 12 drawers of wooden and 3 drawers of metal filing cases. R. 357. (8496)

114. VOUCHER DISTRIBUTION, TRUCKS, July 1, 1936 to date. Form A4, for distribution of funds for rental of trucks and pay rolls of drivers, showing names of drivers, types of trucks, and hours of labor and hourly rates of pay. Filed chronologically. (Daily, official.) 4 x 9 papers, 5 ft., in drawer of wooden filing case. R. 357. (8716)

115. VOUCHER DISTRIBUTION, CREDITS, July 1, 1936 to date. Form A4, record of credits due to refunds collected on over payments. Arranged numerically. (Daily, official.) 4 x 9 papers, 9 in., in drawer of steel filing case. R. 357. (8727)

Miscellaneous

116. NOTICES OF EXCEPTIONS, Sept. 1, 1934 - Apr. 10, 1936. Notices of changes in vouchers made necessary by incorrect renderings of bills and travelling expenses. Filed chronologically. (Daily, official.) 5 x 7 paper packages, 1 ft. 6 in., in drawer of metal filing case. R. 345. (8305)

117. GENERAL LEDGER, July 1, 1935 - Nov. 19, 1936. Form 1014-M, covering all WPA activities in Massachusetts. Arranged numerically. (Daily, official.) 11 x 15¼ loose-leaf books, 4½ in., in drawer of steel filing case. R. 357. (8629)

118. ANALYTICAL CASH LEDGER, July 1, 1935 - Nov. 20, 1936. Form 1014-M, listing appropriation symbols, transfers, collections, adjustments, and cancelled appropriations. (Daily, official.) 11 x 16 3/4 loose-leaf books, 3 in., in drawer of steel filing case. R. 357. (8625)

119. STATEMENT OF CONTROL ACCOUNTS, July 1, 1935 to date. Form C-1, analysis of available funds in various appropriations. See addenda for further description of analysis. Filed chronologically. (Frequently, official.) 14½ x 21½ loose-leaf books, 2 in., on steel shelf in cabinet. R. 357. (9149)

120. AUTHORIZATIONS, July 1, 1935 to date. Classification of authorizations indicating dates, numbers of Presidential letters, official project numbers, location symbols, types of work, advices of allocations, and amounts. Entered chronologically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 1 in., in drawer of steel filing case. R. 357. (8624)

121. SUMMARY STATEMENT OF TRANSACTIONS BY APPROPRIATIONS, DISBURSING OFFICER'S CASH, July 1, 1935 to date. Form C11, analyses of appropriations indicating symbols and titles of appropriations, balances due the Government at beginnings of periods, transfers of funds from chief disbursing officer, collections, adjustments, cancelled appropriations, schedules of disbursements, Treasury deposits, adjustments, and balances due the Government at ends of periods. Filed chronologically. (Weekly, official.) $14\frac{1}{2}$ x 17 3/4 loose-leaf books, 6 in., on steel shelf in cabinet. R. 357. (8713)

122. DETAILED REPORT OF APPROPRIATION ALLOCATIONS BY OFFICIAL PROJECT NUMBER, July 1, 1935 to date. Form C-3-A, showing appropriation symbols, official project numbers, project authorizations, allotments, net encumbrances, vouchers, unalloted authorizations, unliquidated encumbrances, and unencumbered allotments. Filed chronologically. (Weekly, official.) $11\frac{1}{2}$ x 16 3/4 loose-leaf books, $5\frac{1}{4}$ in., on shelf in steel cabinet. R. 357. (8725)

123. ADVICE OF CHANGE IN PROJECT AUTHORIZATION, July 5, 1935 to date. Form A-2a, for changes in allotments from one state or project to another. Filed numerically. (Daily, official.) 9 x 12 folders, $3\frac{1}{2}$ in., in drawer of metal filing case. R. 357. (8628)

124. REQUESTS FOR TRANSFER OF FUNDS, REGIONAL DISTRIBUTING OFFICE ACCOUNTS, Aug. 1, 1935 to date. Form 1669, requests to chief disbursing officer at Washington, D.C., for transfer of funds to the distributing offices at Boston. Filed chronologically. (Daily, official.) 9 x 11 3/4 loose-leaf books, 3 in., in drawer of steel filing case. R. 357. (8724)

125. DETAILED REPORT BY APPROPRIATION, ALLOCATIONS, Aug. 10, 1935 to date. Form SF1, for allocation of appropriations in New England, New York, New Jersey and Pennsylvania: names of departments and bureaus, unobligated allocations, state code numbers, appropriation symbols, total unexpended balances, project limitations, allocations by the President, expenditure authorizations, and net encumbrances including voucher payments, unalloted Presidential allocations, unliquidated allotments, and unliquidated obligations. Filed chronologically. (Weekly, official.) $17\frac{1}{2}$ x $22\frac{1}{2}$ loose-leaf books, 8 in., on steel shelf in cabinet. R. 357. (8719)

126. PROJECT AUTHORIZATIONS, Aug. 22, 1935 - May 30, 1936. Records of authorized projects showing dates of authorizations, advices, official project and work project numbers, limitations, amounts of allotments, allotment dates, and limitation balances. Entered numerically. (Daily, official.) 11 x 12 vols., 1 ft., on cabinet. R. 345. (8507)

127. MISCELLANEOUS RECORDS, Aug. 22, 1935 - June 30, 1936. WPA pay rolls, complaints, changes in allotments, copies of sundry letters, encumbrances, cancellations, and flood projects. (Never.) 9 x 12 folders, 15 ft. 6 in., in 2 wooden boxes. R. 343. (8430)

128. APPLICATIONS FOR WORK, Aug. 22, 1935 to date. On WPA projects, showing as to each applicant his place and date of birth, previous occupations, education, and kind of work desired. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft. 10 in., in 2 drawers of steel filing case. R. 345. (8513)

129. SUPPLIES, Aug. 22, 1935 to date. Correspondence with field offices about supplies on hand, supplies needed, and amounts used quarterly. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of metal filing case. R. 345. (8511)

130. INDIVIDUAL RECORD, Aug. 22, 1935 to date. Showing as to each employee his annual salary, classification, leaves of absence due to sickness or vacation, and days and hours of overtime work. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of metal filing case. R. 345. (8336)

131. SPECIAL DEPOSITS, Aug. 22, 1935 to date. Records of money deposited by contractors and publishers in lieu of bonds, to cover contracts and for advertising space in papers and magazines for the Federal music program. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in drawer of steel filing case. R. 345. (8805)

132. REGISTER CARDS, Aug. 23, 1935 to date. Record of appropriation numbers, allotment numbers and dates, project limitations, debits and credits, balances, and approximate durations of projects. Filed numerically. (Daily, official.) 5 x 8 cards, 9 ft. 7 in., in 3 drawers of metal filing case. R. 345. (8512)

133. FEDERAL MUSIC PROJECTS, 065035, Aug. 25, 1935 to date. Record of weekly and hourly rates for pay rolls of WPA music and theatre projects. Filed numerically and chronologically. (Daily, official.) 9 x 12 folders, 5 ft. 10 in., in 3 drawers of wooden filing case. R. 345. (8408)

134. LEAVES OF ABSENCE, Aug. 26, 1935 to date. Record of sick, military, and vacation leaves: name of employee, dates of departure and return, and amount of time taken. Filed chronologically. (Weekly, official.) 6 x 8 cards, 1 ft. 4 in., in 2 pasteboard boxes. R. 337. (9074)

135. DISTRIBUTION OF EXPENDITURES BY OBJECTIVE CLASSIFICATION, Sept. 1, 1935 to date. Form C5, monthly expenditures in mortheastern area for personal services; supplies, materials, and rents; construction, maintenance, and repair contracts; grants, contractual services, equipment, land, and loans. Filed chronologically. (Frequently, official.) 11 x 13 3/4 loose-leaf book, 2 in., on shelf in steel cabinet. R. 357. (9138)

136. DISTRIBUTION OF EXPENDITURES BY TYPE OF WORK, Sept. 30, 1935 - May 31, 1936. Form C-6-1-2, for classification of expenditures. Filed chronologically. (Rarely, official.) $14\frac{1}{2}$ x $15\frac{1}{4}$ loose-leaf books, 3 in., on steel shelf in cabinet. R. 357. (8729)

137. PAY ROLL AUTHORIZATIONS, Oct. 1, 1935 - June 18, 1936. WPA authorizations to supervisors of projects to employ certain persons at certain rates of pay. Filed chronologically. (Weekly, official.) 9 x $11\frac{1}{2}$ envelopes, 1 ft. 6 in., in drawer of wooden filing case. R. 345. (8332)

138. DAILY PRODUCTION RECORD, Oct. 1, 1935 to date. Of clerks, in connection with the verification of checks. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 345. (8412)

139. OWNER-OPERATED TRUCKS, Apr. 1, 1936 to date. Record of work accomplished: names and addresses of owners, starting times, registration numbers, tonnage, number of units, and rates per hour. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 345. (8965)

140. AMOUNTS EARNED BY OWNER-OPERATED TRUCKS, Apr. 1, 1936 to date. Record of amounts earned on each project, names of owners, tonnage of trucks, registrations, number of hours assigned, rates per hour, and project numbers. Filed numerically. (Daily, official.) 3 x 5 cards, 9 ft. 6 in., in 8 pasteboard boxes on desk. R. 345. (8966)

141. CORRECTION NOTICES, June 20, 1936 to date. Form 8-1, record of errors not affecting general ledger balances; Form 1694, record of errors affecting the general ledger balance. Filed chronologically and numerically. (Daily, official.) 11 3/4 x 18 loose-leaf books and 9 x 12 folders, 2 ft. 4 in., on open wooden shelf and in drawer of metal filing case. R. 357. (8610, 8622)

142. PROJECTS COMMENCED, July 1, 1936 to date. Record of projects commenced showing numbers of Presidential letters, official project numbers, location codes, type of work symbols, liquidations, estimated costs of projects, and additional amounts required for completion. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of steel filing case. R. 345. (8333)

143. SUMMARY STATEMENT OF DISBURSEMENTS AND COLLECTIONS BY OFFICIAL PROJECTS, Sept. 10, 1936 to date. Form C-10, giving appropriation symbols, and titles, official project numbers, amounts collected and disbursed by official projects, and net charges. Filed chronologically. (Daily, official.) $10\frac{1}{2}$ x 17 loose-leaf books, 10 in., on cabinet. R. 357. (8726)

144. LIMITATION OF AUTHORIZATIONS, Sept. 30, 1936 to date. Daily check on expenditures as based on authorizations, Presidential letter numbers, reports of projects commenced, and limitations. (Daily, official.) 10 x $11\frac{1}{2}$ loose-leaf book, 2 in., in drawer of steel filing case. R. 357. (8626)

145. CORRECTION SLIPS, Oct. 1, 1936 to date. Travel vouchers held in cases of mistake (copies). Filed chronologically. (Daily, official.) 4 x 8 bundles, 4 ft. 6 in., in 2 drawers of steel filing case. R. 345. (8325)

STATE DISBURSING OFFICE
(A) Park Sq. Bldg., 31 St. James Ave.
(B) Army Base, 666 Summer St.

This agency was established in July 1935 for the conduct of disbursing operations in Massachusetts. Reports are sent to headquarters, Washington, D.C. Records are, for the most part, in good condition, accessible, and safely maintained in modern equipment.

Checks

146. LOST CHECKS, ACTIVE, Apr. 1, 1933 to date. Records relating to lost, mislaid, or destroyed checks, investigations of which have been made. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 ft. 6 in., in 2 drawers of steel filing case. R. 337 (Bldg. A). (9142, 9144, 9137)

147. COMPLETED LOST CHECK RECORD, Apr. 1, 1933 to date. Record of checks lost and later found or voided and replaced by duplicates. Filed alphabetically and chronologically. (Monthly, official.) 9 x 12 folders, 5 ft. 10 in., in 3 drawers of steel filing case. R. 337 (Bldg. A). (9009, 9018)

148. REPORT OF UNDELIVERED CHECKS, Apr. 1, 1934 to date. Record of check numbers, amounts, names of payees, dates, reasons for non-delivery, and complete histories of payees, to substantiate future claims in case of death. Filed chronologically. (Daily, official.) 9 x 11½ folders, 1 ft. 10 in., in drawer of steel filing case. R. 337 (Bldg. A). (9132)

149. DECEASED CHECK CASES, Apr. 28 - Aug. 28, 1935. Record of checks payable to deceased persons, held pending investigations; subsequently, checks are released to administrators of estates, after payment of outstanding bills. Filed chronologically. (Rarely, official.) 9 x 11½ folders, 4 in., in drawer of metal filing case. R. 337 (Bldg. A). (8806)

150. CHECKS DRAWN FOR DECEASED, July 1, 1935 to date. Record of checks drawn for deceased persons, pending claims of administrators, showing check numbers, amounts, dates drawn, symbols, and voucher numbers; checks are sent to Washington, D.C., after three months and receipts therefor are returned to this office. Filed alphabetically. (Weekly, official.) 3 x 8 sheets, 3 in., in drawer of steel filing case. R. 337 (Bldg. A). (9136)

151. RECORD OF CHECKS DELIVERED TO PAYEES, July 1, 1935 to date. Record of delayed checks, showing project numbers, names of payees, amounts of checks, dates issued, numbers of checks, and original signatures of payees. Filed chronologically. (Weekly, official.) 5 x 8 sheets, 6 in., in pasteboard box. R. 337 (Bldg. A). (9012)

152. SUBSTITUTE CHECKS, COPIES, Aug. 26, 1935 to date. Copies of checks voided because of typographical or script machine errors; also list of names, check numbers, and amounts. Filed numerically. (Weekly, official.) 3 x 8 sheets, 7 ft. 3 in., on enclosed metal shelf. R. 337 (Bldg. A). (8432)

153. RECEIPTS FOR CHECKS, Aug. 26, 1935 to date. Paymasters' receipts for checks received from disbursing office. Filed chronologically. (Daily, official.) 5 x 8 loose sheets, 23 ft. 6 in., on 2 racks. R. 337 (Bldg. A). (8434)

154. CHECKS, COPIES, June 2, 1936 to date. Pink copies of checks issued by Treasury Department; green originals given to payees, white copies sent to State Accounts Office (triplicates). Filed numerically. (Daily, official.) 8 x 16 loose-leaf books, 188 ft. 7 in., on 2 wooden racks. R. 337 (Bldg. A). (8658)

155. COMPARATIVE RECORD OF CHECKS, July 1, 1936 to date. Comparison of the record of checks as disbursed by agent with the record of checks as prepared by operators of check writing machines, each record showing number and amount of each check and total of checks; discrepancies and reasons for corrections are noted. Filed chronologically. (Daily, official.) 8 x 16 loose sheets, 8 in., in drawer of steel filing case. R. 337 (Bldg. A). (8436)

156. CHECKS UNDELIVERED, July 1, 1936 to date. Returned original Treasury checks, unclaimed after ten days, and which may be given out upon written receipts or personal calls of payees. Filed chronologically. (Daily, official.) 3 x 8 loose sheets, 4 in., in drawer of steel filing case. R. 337 (Bldg. A). (8431)

157. CHECKS ISSUED, July 1, 1936 to date. Record of checks prepared on check writing machines indicating name of each operator, numbers at beginning and end of runs of machines, and total number made during any particular run. Filed numerically. (Daily, official.) 8 x 16 loose-leaf books, 8 in., on enclosed metal shelf. R. 337 (Bldg. A). (9014)

158. LIST OF MAILED CHECKS, Aug. 2, 1936 to date. Record of checks mailed, showing as to each check the number, date, amount, name of payee, and symbol number. Filed chronologically. (Weekly, official.) 9 x 11½ folders, 4 in., in drawer of steel filing case. R. 337 (Bldg. A). (9024)

Correspondence

159. DECEASED CASES, Apr. 1933 - Apr. 1934. Correspondence concerning final dispositions of checks sent to workers who died before receiving them. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of steel filing case. R. 337 (Bldg. A). (9140)

160. CORRESPONDENCE, Apr. 1, 1933 - Apr. 1, 1935. Between disbursing clerk, field officers, and assistant disbursing officers in district of Massachusetts, relative to checks and accounts, pay of workers, and changes of pay. Filed alphabetically and chronologically. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 337 (Bldg. A). (9141)

161. MISCELLANEOUS CORRESPONDENCE, Apr. 1, 1934 - July 30, 1935; Sept. 1, 1935 to date. With area disbursing officers concerning checks, check accounts, lost checks, exceptions and irregularities, cancelled and claimed checks, voided checks, substitute checks, and releasing checks; individual check writer's weekly records; errors in sending and receiving checks; and special progress sheets. Filed by subject. (Occasionally, official.) 9 x 12 folders, 6 ft. 5 in., in drawer of steel filing case, and on 2 metal shelves in closet. R. 337 (Bldg. A). (9007, 9022)

162. CONFIDENTIAL FILE, Apr. 1, 1934 to date. Filed by subject. (Daily, official.) 9 x 11½ folders, 7 ft. 6 in., in 4 drawers of metal filing case. R. 337 (Bldg. A). (9017)

163. CORRESPONDENCE OF ERA FIELD OFFICES, Apr. 18 - Aug. 23, 1935. Relative to the transmitting of unused checks, together with record of check numbers. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. R. 337 (Bldg. A). (9025)

164. CORRESPONDENCE, REPORTS, AND REQUISITIONS, July 1, 1935 - Apr. 1, 1936. Letters on Treasury matters; schedules of disbursements; instructions on projects; lists of absentees; time sheets; weekly, monthly, and quarterly reports; oaths received; and requisitions for purchases. Filed by subject. (Daily, official.) 9 x 11½ folders, 4 ft., in 2 drawers of metal filing case. R. 337 (Bldg. A). (9145)

165. CORRESPONDENCE, WASHINGTON, D.C., Aug. 22, 1935 to date. With WPA officials relative to Treasury transactions and the allotment of funds from appropriations. Filed by subject. (Daily, official.) 9 x 11½ folders, 4 ft., in 2 drawers of steel filing case. R. 337 (Bldg. A). (9016)

166. CORRESPONDENCE ON ERRORS, Dec. 27, 1935 to date. Concerning daily errors in pay rolls or vouchers sent back for correction to State Accountanting Office by Treasury Disbursement Office. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 in., in drawer of metal filing case. R. 337 (Bldg. A). (9239)

167. CORRESPONDENCE ON TRANSMITTAL OF REPORTS, Feb. 6, 1936 to date. To Treasury Central Accounting Office, Washington, D.C., listing number of vouchers in account current. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. R. 337 (Bldg. A). (8296)

Miscellaneous

168. ACCOUNTS CURRENT AND ADJUSTMENTS, Apr. 1, 1933 - Apr. 1, 1934. Record of adjustments in salaries, wages, allotments, appropriations, and miscellaneous adjustments of all current accounts. Filed chronologically. (Seldom, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 337 (Bldg. A). (8656)

169. PAY ROLL ACCOUNTS, ERA, Apr. 1, 1934 - May 30, 1935. Record of complete project data concerning pay rolls showing disbursements, time involved, total amounts per week, places of projects, check numbers issued weekly, recapitulations, and total deductions from appropriations allotted. Filed chronologically. (Rarely, official.) 8 x 12 pockets, 21 ft. 3 in., in box. R. 337 (Bldg. A). (8661)

170. SCHEDULE OF DISBURSEMENTS, ERA, Apr. 1, 1934 - Aug. 24, 1935. Forms 1025 and 1064, showing individual reports from field officers of checks disbursed (copies). Filed chronologically. (Daily, official.) 8 x 10½ loose-leaf books, 8 ft. 11 in., in 13 metal containers in closed cabinet. R. 337 (Bldg. A). (9011)

171. LEDGER, Apr. 1, 1934 - Aug. 28, 1935. Record of appropriations, accounts of projects, allotment funds, and overdrafts. Filed chronologically. (Rarely, official.) 10 x 18 loose-leaf books, 2 in., in drawer of metal filing case. R. 337 (Bldg. A). (9021)

172. PERSONNEL, Apr. 1, 1934 to date. Personnel records, showing as to each employee his classification, salary, time of appointment, time and limitation of service, type of work, and duties performed. Filed alphabetically. (Daily, official.) 9 x 11½ folders, 4 ft., in 2 drawers of metal filing case. R. 337 (Bldg. A). (9044)

173. EXCEPTIONS, May 1, 1934 to date. Form 2084, record of irregularities in payments, salaries, differences in appropriations, excess payments and underpayments. Filed chronologically. (Daily, official.) 6 x 8 papers, 12 ft. 2 in., in 13 pasteboard boxes on table. R. 337 (Bldg. A). (8662)

174. TRANSIENT CAMPS, Aug. 1 - Oct. 29, 1934. Reports on transient camps and amounts paid to landlords, showing names and addresses of landlords, names of transients, transit bureau, registration numbers, and dates and amounts of rental. Filed chronologically. (Daily, official.) 8 x 10 packages, 3 in., in drawer of metal filing case. R. 337 (Bldg. A). (8657)

175. EXPENDABLE AND NONEXPENDABLE ACCOUNTS, Apr. 24, 1935 to date. Record of expendable materials, including carbon paper, pencils, etc., and of nonexpendable equipment, including desks, chairs, typewriters, file cases, and boxes. Filed by subject. (Daily, official.) 9 x 11½ folders, 2 ft., in drawer of metal filing case. R. 337 (Bldg. A). (8660)

176. REDRAWAL SLIPS, ERA, May 16 - Aug. 23, 1935. Form M52, register of unnumbered checks used: showing voucher check number, name of payee, amount, and substitute control number. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 337 (Bldg. A). (9023)

177. ACCOUNTS CURRENT, July 1 - Oct. 27, 1935. Reports, Symbol 52-01, on adjustments of salaries, wages, allotments, appropriations, and miscellaneous adjustments of all current accounts (duplicates). Filed chronologically. (Daily, official.) 9 x 12 folders, 5 ft. 10 in., in 3 drawers of steel filing case. R. 337 (Bldg. A). (8655)

178. PERSONNEL RECORD, July 1, 1935 to date. Showing as to each employee his name and address, age, date born, place, position and bureau in which employed, location, and salary. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 in., in pasteboard box. R. 337 (Bldg. A). (9143)

179. CURRENT WORKING FOLDERS AND LEDGERS, July 1, 1935 to date. Work sheets relating to daily statements of postings and balances, transmittal letters, and cancelled checks. Filed chronologically. (Daily, official.) 10 x 18 vols. (4), and 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 337 (Bldg. A). (9020)

180. DAILY STATEMENT OF BALANCES, July 3, 1935 to date. Form 1703, showing balances of appropriations after disbursements of day are entered (triplicates). Filed chronologically. (Daily, official.) 10 x 12 folders, 4 in., in drawer of metal filing case. R. 337 (Bldg. A). (9015)

181. DAILY SUMMARY OF DISBURSEMENTS, July 15, 1935 to date. Form 1692, with disbursements classified by appropriations. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. R. 337 (Bldg. A). (8300)

182. PROGRESS SHEETS, July 15, 1935 to date. Form 1691, bookkeepers' copies, showing records of disbursements, routings, work schedule numbers, numbers of checks and vouchers, and totals. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 337 (Bldg. A). (9013)

183. REGISTER OF PAYMENTS ON CONTRACTS, July 15, 1935 to date. Dates, amounts of partial payments, names of vendors, numbers and duration of contracts. Filed chronologically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. R. 337 (Bldg. A). (9008)

184. GOVERNMENT SHORT FORM CONTRACTS, July 15, 1935 to date. Form 33, copies of contractors' specifications submitted to Division of Procurement (quadruplicates). Filed chronologically. (Daily, official.) 10 x 12 folders, 5 in., in drawer of metal filing case. R. 337 (Bldg. A). (8659)

185. STATEMENT OF CERTIFICATE AND AWARD, July 15, 1935 to date. Form 1036, certified copies of awards by Division of Procurement, Treasury Department (triplicates). Filed chronologically. (Daily, official.) 10 x 12 folders, 11 ft. 10 in., in 8 drawers of metal filing cases. R. 337 (Bldg. A). (9134)

186. BANK STATEMENTS, Aug. 26, 1935 - Oct. 1, 1936. Discontinued records of numbers and amounts of checks and monthly totals of checks cashed. Filed numerically. (Daily, official.) 8 x 16 loose-leaf books, 24 ft. 5 in., on wooden rack. R. 337 (Bldg. A). (9135)

187. RECORD OF REGISTERED MAIL TO PAYMASTERS, Aug. 26, 1935 to date. Postal forms, recording letters and checks sent to various paymasters in field. Filed chronologically. (Daily, official.) 8 x 10 loose-leaf books, 8 in., on desk. R. 337 (Bldg. A). (9040)

188. PAY ROLL ROUTING SLIPS, Aug. 26, 1935 to date. Recording as to each pay roll sent out: number of district, pay roll, schedule, disbursing voucher, branch number, date of check and date received by disbursing office, and time pay roll was ready for distribution (duplicates). Filed chronologically. (Daily, official.) 2 x 4 sheets, 22 ft. 4 in., in 46 pasteboard boxes. R. 337 (Bldg. A). (9010)

189. SCHEDULE OF DISBURSEMENTS AND ADJUSTMENTS, Apr. 1, 1936 to date. Form 1064, showing dates, amounts, and adjustments of errors in Massachusetts relief work (quadruplicates). Filed chronologically. (Daily, official.) 8 x 10⅓ packages, 24 ft. 9 in., on 8 wooden shelves under counter. R. 337 (Bldg. A). (9019)

190. DAILY TIME SHEETS, July 1, 1936 to date. Time records of office personnel, showing as to each person his daily arrival, lunch period, departure, and total hours worked. Filed chronologically. (Daily, official.) 14 x 24 folded sheets, 4 in., in drawer of metal filing case. R. 337 (Bldg. A). (9043)

Inactive Miscellaneous Records

191. FEDERAL ERA RECORDS, May 12, 1933 - Apr. 1, 1934. Project reports, work sheets of expenses of projects, tabulations of Unemployment Relief Census (1933), and letters of transmittal from towns. Arranged chronologically. (Frequently; official.) 9 x 12 bundles and folders (9), 17 ft., in 3 drawers of wooden filing case and on wooden shelf. 5th floor, section A (Bldg. B). (292)

192. PAY ROLL DISBURSEMENTS PERTAINING TO FEDERAL ERA, May 12, 1933 - Apr. 1, 1934. Arranged numerically. (Rarely, official.) 8½ x 11 bundles, 145 ft., on floor. 5th floor, section A (Bldg. B). (299)

193. CWA RECORDS, June 16, 1933 - Dec. 15, 1934. Blueprints, tabulation sheets, pay roll sheets, cash disbursements, fund control registers, public vouchers for purchases and services other than personal, project approvals, reports of women's projects, reports of material received, lists of unemployed awaiting assignments; letters concerning contract awards to business firms, and monetary contributions of cities to aid projects; transportation reports of authorities, and reports of projects sponsored by Government departments. See addenda for sizes of folders and bundles. Arranged chronologically, alphabetically, and numerically. (Frequently, official.) Variously sized folders, envelopes, bundles, covers, and loose-leaf books, 148 ft., in 65 drawers of wooden filing cases and on 9 wooden shelves. Dirty, scattered, bindings broken. 5th floor, section A (Bldg. B). (295)

194. PAY ROLL ANALYSIS SHEETS, June 16, 1933 - Dec. 15, 1934. CWA records. Arranged chronologically. (Rarely, official.) 9 x 11 papers and 10½ x 13½ bundles, 4 ft., in 2 pasteboard boxes. Torn, scattered. 5th floor, section A (Bldg. B). (289)

195. PROJECT REGISTER, CWA, Nov. 23, 1933 - Apr. 5, 1934. Record of the costs of projects showing amounts for labor and material, and sources of funds. Entered alphabetically. 5 x 8 card index, 5 ft. (Seldom, official.) 15 x 18 loose-leaf books, 11 ft., on table. 5th floor, section A (Bldg. B). (585)

196. RECORD OF PAY ROLLS FOR PERSONAL SERVICES, CWA, Nov. 23, 1933 - Apr. 5, 1934. Filed alphabetically. (Occasionally, official.) 11 x 21 folders and 11 x 18 binders, 55 ft., on wooden tables. 5th floor, section A (Bldg. B). (584)

197. PAY ROLL SUMMARY, LEDGERS, CWA, Nov. 23, 1933 - July 19, 1934. Entered alphabetically. (Seldom, official.) 12 x 15 loose-leaf books (22), 5 ft., on table. 5th floor, section A (Bldg. B). (586)

198. TREASURY CHECKS, DUPLICATES, Jan. 2 - Dec. 31, 1934. Copies of checks drawn for project workers. Filed numerically. (Daily, official.) 8½ x 16½ bundles, 262 ft., on 45 wooden shelves. Dirty. 5th floor, section A (Bldg. B). (303)

199. ERA RECORDS, Apr. 1, 1934 - Nov. 15, 1935. Project expense sheets, daily reports of field engineers; travel, transportation, and miscellaneous reports; and blueprints. Filed chronologically. (Frequently, official.) 9 x 12 folders and 9 x 11 bundles, 61 ft., in 27 drawers of wooden filing cases. 5th floor, section A (Bldg. B). (301)

200. PAY ROLLS FOR PERSONAL SERVICES, FERA, Apr. 5 - Dec. 27, 1934. Filed alphabetically. (Frequently, official.) 11 x 21 binders, 61 ft., on wooden tables. E. room, 5th floor, section A (Bldg. B). (603)

201. RECORD OF CHECK NUMBERS OF DISBURSING OFFICERS, FERA, Apr. 5 - Dec. 27, 1934. Filed alphabetically. (Seldom, official.) 9 x 14 binders, 9 ft., on 2 shelves. E. room, 5th floor, section A (Bldg. B). (312)

202. PAY ROLL AND CHECK RECORD, Apr. 5, 1934 - Oct. 30, 1935. Composite records of pay roll and pink check copies under Era and WPA. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $16\frac{1}{2}$ covers, and 12 x 18 binders, 311 ft., on 3 wooden shelves. W. room, 2d floor, section B (Bldg. B). (576)

203. PINK COPIES OF PAY CHECKS, Nov. 1, 1935 - July 28, 1936. Copies of pay checks of employees of CWA, FERA, and WPA, showing numbers of checks and serials, names and identification numbers of employees, amounts, and signatures of Treasury officials. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x $16\frac{1}{2}$ binders, 210 ft., on 20 open wooden shelves. W. side, 2d floor, section B (Bldg. B). (4217)

204. WPA RECORDS, Nov. 15, 1935 - Apr. 1, 1936. Weekly reports on employment, wages, and hours. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 1 ft., in drawer of wooden filing case. 5th floor, section A (Bldg. B). (300)

FALL RIVER

BRANCH ACCOUNTS OFFICE
Weetamoe Mill, 1290 Davol St.

This agency was established to carry on the functions of the State Accounts Office in the vicinity of Fall River. Reports and papers are sent to the Boston office. Records are in good condition and kept accessibly in modern equipment. The earliest record is dated Apr. 1936.

205. PAY ROLL ROUTING SLIPS, Apr. 1, 1936 to date. Form D-53, record of transits of pay rolls through various units (quadruplicates). Filed numerically. (Frequently, official.) 4 x 9 papers, 11 ft., in 11 open wooden boxes. NE. side, 3d floor. (573, 572)

206. PAY ROLLS FOR PERSONAL SERVICES, WORK PROJECTS, Oct. 1, 1936 to date. WPA Form 509-A, for supervisory employees whose salaries are charged to work projects. Filed numerically. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. NE. side, 3d floor. (574)

207. RECORD OF PAY ROLLS FOR PERSONAL SERVICES, WEEKLY BASIS, Oct. 1, 1936 to date. WPA Form 512-A. Filed numerically. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of metal filing case. NE. side, 3d floor. (571)

BRANCH DISBURSING OFFICE
Weetamoe Mill, 1290 Davol St.

This agency was established in Feb. 1936 by the State Disbursing Office to facilitate its work in the Fall River area. Reports and important documents are sent to headquarters, Boston. In most cases records are duplicates. Originals and often one or more copies are sent to cooperating agencies either in Boston or Washington, D.C. Records are accessible, in good condition, and kept in modern equipment.

208. JOURNAL VOUCHERS, Feb. 5, 1936 to date. Departmental Form 1694, transfers of funds between this agency and State Disbursing Office. Filed chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in drawer of metal desk. SE. side, 3d floor. (638)

209. DAILY SUMMARIZED ANALYSIS OF PAY ROLLS, Feb. 5, 1936 to date. Departmental Form D-52, revised (quadruplicates). Filed chronologically. (Frequently, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. NE. side, 3d floor. (633)

210. DAILY STATEMENT OF BALANCES, Feb. 5, 1936 to date. Departmental Form 1703. Filed chronologically. (Frequently, official.) 9 x 12 folders, 5 in., in drawer of metal desk. SE. side, 3d floor. (645)

211. DAILY SUMMARY OF CANCELLED CHECKS, Feb. 5, 1936 to date. Departmental Form 1693. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. SE. side, 3d floor. (643)

212. DAILY SUMMARY OF COLLECTIONS, Feb. 5, 1936 to date. Departmental Form 1693. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. SE. side, 3d floor. (642)

213. DAILY SUMMARY OF DISBURSEMENTS, Feb. 5, 1936 to date. Departmental Form 1692. Filed chronologically. (Frequently, official.) 9 x 12 folders, 5 in., in drawer of metal desk. SE. side, 3d floor. (662)

214. DAILY SUMMARY OF LEDGER POSTINGS, Feb. 5, 1936 to date. Daily summary sheets for posting to ledger. Filed chronologically. (Frequently, official.) 9 x 12 folders, 8 in., in drawer of metal desk. SE. side, 3d floor. (660)

215. DISBURSING OFFICE LEDGER, Feb. 5, 1936 to date. Departmental Form 1014-M, of checks issued and balance on hand. Entered chronologically. (Frequently, official.) 12 x 18 vol., ½ in., in drawer of metal desk. SE. side, 3d floor. (634)

216. CORRESPONDENCE, Feb. 5, 1936 to date. With State Disbursing Office. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of metal filing case. SE. side, 3d floor. (655)

217. PAY ROLL REGISTER, Feb. 5, 1936 to date. Showing date, time received, block number, amount of block, date certified on Form 1064, number of checks, time released, and name of certifying officer. Entered chronologically. (Frequently, official.) 14 x 17 vols. (2) 1 in., in drawer of metal desk. SE. side, 3d floor. (639)

218. PROGRESS SHEETS, Feb. 5, 1936 to date. Departmental Form 1691, routing slips, recording progress of pay rolls through disbursing office. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. SE. side, 3d floor. (658)

219. RECEIPTS FOR CHECKS ISSUED TO PAYMASTERS, Feb. 5, 1936 to date. Departmental Form 2911, check receipts signed by paymasters (triplicates). Filed numerically. (Frequently, official.) 5½ x 8½ bundles, 3 ft. 8 in., in drawer of metal filing case. SE. side, 3d floor. (657)

220. RECORD OF UNDELIVERED CHECKS, Feb. 5, 1936 to date. Departmental Form 1101, paymaster's record of undelivered checks; originals of this record with checks are sent to disbursing clerk, who forwards them to Boston if not claimed within 90 days. Filed chronologically. (Frequently, official.) 6 x 9 loose-leaf books, 1½ in., in drawer of metal filing case. SE. side, 3d floor. (654)

221. REDRAWAL SLIPS, REGISTER OF UNNUMBERED CHECKS USED, Feb. 5, 1936 to date. Departmental Form 1690, recording voided checks. Filed numerically. (Frequently, official.) 9 x 12 folders, 11 in., in drawer of metal filing case. SE. side, 3d floor. (659)

222. REGISTER OF CHECKS ISSUED TO TYPISTS, Feb. 5, 1936 to date. Date of issuance, lot number, number of checks, starting check number, number voided, and balance on hand. Entered chronologically. (Frequently, official.) 14 x 17 vols., 1 in., in drawer of metal desk. SE. side, 3d floor. (653)

223. TRANSMITTAL SHEETS, Feb. 5, 1936 to date. Departmental Form 166, covering business with Boston (duplicates). Filed chronologically. (Frequently, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. SE. side, 3d floor. (644)

224. REPORT OF WORK VOLUME AND BLANK CHECK SUPPLY, Feb. 11, 1936 to date. Departmental Form 2411, statement of work reports and of blank checks on hand. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. SE. side, 3d floor. (635)

225. CHECKS ISSUED, COPIES, Mar. 31, 1936 to date. Departmental Form 1658-A, prepared in triplicate. Filed numerically. (Frequently, official.) 9 x 16 folders, 50 ft., on 8 wooden shelves. SE side, 3d floor. (641)

226. PAY ROLL ROUTING SLIP STUBS, Apr. 1, 1936 to date. Departmental Form D-53, used in forwarding pay rolls to State Accounts Office. Filed chronologically. (Frequently, official.) 2 x 3½ bundles, 5 ft., in 3 pasteboard boxes. SE. side, 3d floor. (646)

227. REQUESTS FOR TRANSFER OF FUNDS TO BRANCH OFFICE, July 9, 1936 to date. Departmental Form 617-A-21, prepared in duplicate. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. SE. side, 3d floor. (636)

228. SCHEDULE OF COLLECTIONS, Sept. 8, 1936 to date. Form 1044, revised. Filed chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. SE. side, 3d floor. (637)

229. SCHEDULE OF CANCELLED CHECKS, Sept. 8, 1936 to date. Form 1044, revised. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. SE. side, 3d floor. (640)

230. DESCRIPTION OF UNDELIVERED CHECKS FORWARDED TO GENERAL ACCOUNTING OFFICE, Sept. 15, 1936 to date. Mimeograph Form 3528, used when undelivered check, which had been sent to Boston, is requested by payee. Filed chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in drawer of metal filing case. SE. side, 3d floor. (656)

SPRINGFIELD

BRANCH ACCOUNTS OFFICE
Wason Bldg., 33 Lyman St.

This agency was established in Feb. 1936 as a branch of the State Accounts Office, to facilitate work in the western part of the State. Reports and important papers are sent to Boston. Records are in good condition and kept accessibly in modern equipment.

231. ANALYSIS OF PAY ROLLS, Feb. 1, 1936 to date. Form D-52, daily summary of pay rolls. Filed chronologically. (Daily, official.) 8 x 11 loose sheets, 3 in., in drawer of steel filing case. R. 417. (1196)

232. BUREAU SCHEDULE, Feb. 1, 1936 to date. Form 1064, record of pay rolls by blocks. Filed numerically. (Daily, official.) 10 x 12 loose-leaf books, 2 ft., in drawer of steel filing case. R. 409. (1188)

223. CORRESPONDENCE, Feb. 1, 1936 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft. 6 in., in 3 drawers of steel filing case. R. 409. (1198)

234. DAILY REPORT OF TRANSACTIONS, Feb. 1, 1936 to date. Form D57. Filed chronologically. (Daily, official.) 8 x 11 loose sheets, 1 in., in drawer of steel filing case. R. 417. (1192)

235. DAILY SUMMARY OF DISBURSEMENTS AND SCHEDULE OF DISBURSEMENTS, Feb. 1, 1936 to date. Forms 1692 and 1064. Filed chronologically. (Daily, official.) 8 x 11 loose sheets, 10 in., in drawer of steel filing cases. R.417. (1191)

236. DAILY STATEMENT OF BALANCES, Feb. 1, 1936 to date. Form 1703. Filed chronologically. (Daily, official.) 2 x 11 sheets, 3 in., in drawer of steel filing case. R. 417. (1189)

237. MISCELLANEOUS FILE, Feb. 1, 1936 to date. Forms A5, A3, A3a, A22, and WPA 31, correspondence, notices of allotments, miscellaneous encumbrances, advices of changes in allotments, and encumbrance cancellations. Filed alphabetically and numerically. (Daily, official.) 9 x 12 folders, 3 ft., in 3 drawers of steel filing case. R. 417. (1190)

238. PAY ROLLS FOR PERSONAL SERVICES, Feb. 1, 1936 to date. WPA Form 512-a, reports on pay rolls issued for personal services. Filed numerically. (Daily, official.) 9 x 12 folders, 24 ft., in 12 drawers of filing cases. R. 417. (1194)

239. JOURNAL VOUCHERS, Feb. 10, 1936 to date. Form 1694, recording transfers of funds. Filed chronologically. (Weekly, official.) 8 x 11 loose sheets, 3 in., in drawer of steel filing case. R. 417. (1193)

240. PAY ROLL ROUTING SLIPS, May 1, 1936 to date. Form D-53, recording future pay roll encumbrances and liquidation of current pay roll encumbrances. Filed numerically. (Daily, official.) 4 x 6 sheets, 7 ft. 6 in., in open wooden boxes. R. 417. (1195)

241. ALLOTMENT BALANCES, May 1, 1936 to date. Form B-16, daily report on allotment balances received from Boston. Filed chronologically. (Daily, official.) 11 x 15 loose-leaf books, 10 in., in wooden tray on table. R. 417. (1197)

BRANCH DISBURSING OFFICE
Wason Bldg., 33 Lyman St.

This agency was established in Feb. 1936 by the State Disbursing Office, to facilitate its work in the western part of the State. Reports and important documents are sent either to Boston or Washington, D.C. Archives are in good condition, accessible, and kept in modern equipment.

242. RECEIPTS, Feb. 1, 1936 to date. Form 2910, receipts acknowledging checks listed and showing check and voucher numbers. Filed numerically and chronologically. (Daily, official.) $5\frac{1}{2}$ x $8\frac{1}{2}$ bundles, 2 ft., in drawer of filing case. R. 401. (1202)

243. SUBCHECKS, Feb. 1, 1936 to date. Copies of checks issued. Filed chronologically. (Daily, official.) 4 x 9 bundles, 1 ft., in drawer of filing case. R. 401. (1200)

244. SUBVOIDS, Feb. 1, 1936 to date. Form 1690, redrawal slips, recording unnumbered checks issued. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ loose-leaf books, 1 ft. 3 in., in drawer of filing case. R. 401. (1199)

245. PROGRESS SHEETS, Feb. 1, 1936 to date. Form 1691, daily record of work done. Filed chronologically. (Daily, official.) 8 x 10 3/4 loose-leaf books, 2 ft., in drawer of steel filing case. R. 401. (1122)

246. MISCELLANEOUS FILE, Feb. 1, 1936 to date. Forms 1702, 1080-B, 1081, 1044, and 1694, including cancellations, personnel records, mutilated checks, statements of balances, summaries of adjustments, summaries of disbursements, and journals of vouchers. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 401. (1229)

247. PINK CHECK COPIES, Feb. 5, 1936 to date. Form 1658-A, copies of WPA checks drawn. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x $16\frac{1}{2}$ loose-leaf books, 33 ft., on floor. R. 401. (1123)

UNITED STATES COAST GUARD

BOSTON

OFFICE OF COMMANDER, BOSTON DIVISION
Custom House, India and State Sts.

This agency was established about 1907. In the Custom House, the Administrative, Personnel and Operations Offices, Communication Center, and Storeroom are located on the 14th floor; the offices of the Commander of District 1, Associate Civil Engineers, Disbursements and Supply Offices occupy the 15th floor. This agency has jurisdiction over Districts 1 and 3, which include the coastline, harbors, islands, and navigable rivers in the New England States, excepting Connecticut. District 3 headquarters is located at Wakefield, Rhode Island. The Division Commandant is the administrative officer, assisted by a Chief-of-Staff, who supervises the several departments. Engineers, subordinate officers, radiomen, and clerks comprise a personnel of forty nine. Some of the records have been disposed of by official order and some transferred to Washington headquarters. The records on file are kept clean and accessible in modern filing equipment. Except where otherwise indicated, they are filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard.

Communication Records

248. TELEPHONE DATA, Jan. 1, 1918 - Dec. 31, 1927. Correspondence, vouchers, and schedules of expenses relative to telephone operation; record of return of telephone materials and equipment; also blueprints of cable lines. Filed alphabetically and chronologically. (Rarely, official.) 10 x 13 bundles, 1 ft. 4 in., on wooden shelf. Storage Room, 14th floor. (3369)

249. REPORT OF INSPECTION OF TELEPHONE LINES AND EQUIPMENT, Jan. 1, 1921 to date. Copies of reports on condition of poles, wires, insulation, cross arms, etc. Filed chronologically. (Daily, official.) 9 x 11 covers, 1 ft. 2 in., in drawer of metal filing case. Office, 14th floor. (2556)

250. PERSONNEL RECORDS, Jan. 1, 1927 to date. Transfers, discharges, enlistments, reenlistments, desertions, retirements, changes in rating, sick leaves, hospitalization, arrests, imprisonments. Filed alphabetically. (Older records, rarely; recent records, monthly; official.) 12 x 15 packages and 4 x 6 cards, 1 ft. ½ in., on wooden shelf and in drawer of desk. Storage Room and S. side, 14th floor. (11919, 2383)

251. GENERAL CORRESPONDENCE AND REPORTS, Jan. 1, 1930 - Dec. 31, 1932. Correspondence and reports, relative to communications and radio equipment on ships. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 7 in., on open wooden shelf. Storage Room, 14th floor. (3414)

252. RADIO LOGS, Aug. 1, 1932 to date. Operator's records of messages sent and received, reports pertinent to weather and distress signals, and reports to Commandant. Filed chronologically. (Older records, rarely; current records, daily; official.) 10 x 12 bundles and 8 x 10½ loose papers, 8 ft. 10 in., on 2 wooden shelves and in drawer of metal filing case. Storage Room, and Office, 14th floor. (3338, 2401)

253. GENERAL CORRESPONDENCE, Jan. 2, 1933 to date. Correspondence, mostly relative to materials, construction, repairs, radios, telephones, and vessels. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. Office, 14th floor. (2673)

254. CWA FILE, Jan. 1 - Dec. 31, 1934. Correspondence, time sheets, pay rolls, inspection and authorization reports, and other CWA matters. Filed alphabetically and chronologically. (Rarely, official.) 9 x 15 bundles, 6 in., on wooden shelf. Storage Room, 14th floor. (3336)

255. MONTHLY TRUCK REPORTS, Jan. 1 - Dec. 31, 1934; July 1, 1934 to date. Reports on cost of operation of agency vehicles. Arranged chronologically. (Older records, yearly; current records, daily; official.) 9 x 12 packages and folders, 9½ in., on wooden shelf and in 2 drawers of metal filing case. Storage Room, and Office, 14th floor. (3659, 2553)

256. MONTHLY SUMMARY OF RADIO LOGS, July 1, 1934 to date. Vessels and stations in Boston Division containing summary of messages sent and received. Arranged chronologically. (Monthly, official.) 8 x 10 loose papers, 2½ in., in drawer of steel filing case. Office, 14th floor. (2660)

257. RECORDS OF DISTRESS ASSISTANCE, July 1, 1934 to date. Records of distress messages received at all Boston Division units and navy yard. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. Office, 14th floor. (2402)

258. RADIO MESSAGES SENT AND RECEIVED, July 1, 1934 to date. Record of communications of this office. Filed chronologically. (Daily, official.) 8 x 11 covers, 5 ft. 5 in., in drawer of metal filing case and on filing cabinets. Office, 14th floor. (2612)

259. INSPECTION REPORTS AND DESCRIPTION OF RADIO APPARATUS, July 1, 1934 to date. Quarterly office reports in letter form. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. Office, 14th floor. (2608)

260. CORRESPONDENCE AND PERIODIC REPORTS, July 1, 1934 to date. Weekly, monthly, and semiannual reports on individual telephone lines and cables, and construction and maintenance of same. (Daily, official.) 9 x 12 folders, 2 ft. 3½ in., in 3 drawers of steel filing case. Office, 14th floor. (2703)

261. CONTRACTS AND VOUCHERS, July 1, 1934 to date. For telephone service at all units of Coast Guard, and lighthouses in some districts. (Daily, official.) 9 x 12 folders, 1 ft. 2½ in., in 3 drawers of steel filing case. Office, 14th floor. (2674)

262. TRAFFIC LOG, July 1, 1935 to date. Record of messages sent and received daily to and from various agencies, including navy yard, Department of Agriculture at Customs House, and Department of Commerce. Filed chronologically. (Daily, official.) 9 x 12 loose papers, 8 in., in drawer of metal filing case. Office, 14th floor. (2361)

263. LINE REPORTS OF FIELD MEN, July 1, 1935 to date. Reports on maintenance, wiring, installation, and repairs. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 in., in 2 drawers of metal filing case. Office, 14th floor. (2558)

264. WPA CORRESPONDENCE AND RECORDS, Aug. 10, 1935 to date. Correspondence; copies of records, pay rolls, and time sheets; reports on inspection of materials used, and authorizations. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Office, 14th floor. (2552)

265. DISPATCHES AND CORRESPONDENCE FROM THE PERSONNEL, Jan. 1, 1936 to date. Class E messages and related correspondence from officers or enlisted men to private parties, and expenses incurred by senders. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in drawer of metal filing case. Office, 14th floor. (2609)

District 1 Office

266. PERSONNEL CARD VISIBLE RECORD, Jan. 1, 1905 to date. Muster roll of all district stations, giving name and rank. Filed geographically. (Daily, official.) 5 x 8 cards, 1 ft., in 6 metal trays. E. side, 15th floor. (2081)

267. GENERAL FILE, Jan. 1, 1907 to date. General correspondence with stations and units in this district. Filed alphabetically. (Older records, rarely; current records, daily; official.) 9 x 12 folders, 28 ft. 1 in., in 15 drawers of wooden filing cases. Office, 15th floor. (11923, 11918, 11917)

268. PERSONNEL FILE, DEAD, Jan. 1, 1907 to date. Correspondence, records and reports, relative to discharged or retired personnel, comprising complete record of each person from date of entering service until discharged or retired. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 6 ft. 5 in., in 4 drawers of wooden filing case. Office, 15th floor. (1774)

269. PERSONNEL FILE, LIVE, Jan. 1, 1907 to date. Record of personnel, from date of entering service to present. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft. 5 in., in 2 drawers of wooden filing case. Office, 15th floor. (11927)

270. PERSONNEL FILE, LIVE, May 15, 1907 - Dec. 3, 1935. Accounts of leaves, hospital papers, indebtedness correspondence, and service records of personnel. Filed geographically. (Daily, official.) 9 x 12 folders, 4 ft. 5 in., in 4 drawers of wooden filing case. E. side, 15th floor. (2160)

271. PERSONNEL, Nov. 1, 1925 to date. Travel vouchers, orders, civil service status, and rates of pay of personnel. (Weekly, official.) 9 x 12 folders, 8½ in., in drawer of metal filing case. N. side, 15th floor. (2440)

272. GENERAL FILE, Jan. 1, 1926 - June 30, 1929; July 1, 1929 - June 30, 1934; July 1, 1934 to date. Containing correspondence, circular letters, vouchers, requisitions, invoices, board of survey monthly reports on supplies, equipment, boats, and trucks; also, personnel and administrative reports. (Daily, official.) 9 x 12 folders, 26 ft. 5 in., in 20 drawers of wooden filing cases. E. side, 15th floor. (2064, 2422, 2075)

273. COMPLETED CONSTRUCTION AND REPAIRS AT INDEPENDENT UNITS, Jan. 1, 1928 - Dec. 31, 1935. Correspondence, proposals, vouchers, bids, pay rolls, and requisitions of independent units, namely: Coast Guard Academy, Fort Trumbull, and Salem Air Station. Filed geographically. (Weekly, official.) 9 x 12 folders, 3 ft. 4 in., in 3 drawers of wooden filing case. N. side, 15th floor. (2356)

274. GENERAL FILE, DEAD, July 1, 1929 - July 30, 1932. Correspondence reports and returns pertaining to inspections, complaints, muster rolls, medical reports, and warrants. (Weekly, official.) 9 x 12 folders, 7 ft. 8 in., in 4 drawers of wooden filing case. E. side, 15th floor. (2104)

275. CONTRACTS, July 1, 1931 - June 29, 1936. Completed and incompleted contracts for motor parts, electricity, and water at the stations. Filed chronologically. (Weekly, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. E. side, 15th floor. (2060)

276. DISBURSING AND PAY OFFICER'S CORRESPONDENCE, Dec. 1, 1932 to date. Pertaining to improper preparation of official pay roll forms and requests for additional information regarding pay roll forms. Filed alphabetically. (Daily, official.) 9½ x 12 folders, 1 ft. 1 in., in drawer of steel filing case. S. side, 15th floor. (1917)

277. VOUCHERS PAID, June 1, 1934 to date. Copies; originals are sent to Comptroller's office, Washington, D.C. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. E. side, 15th floor. (2065)

278. REPORT ON COMMISSARY, July 1, 1934 to date. Showing disbursement of funds for stations in various areas. Filed geographically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of metal filing case. E. side, 15th floor. (1898)

279. PENDING CONSTRUCTION AND REPAIRS, June 1, 1935 to date. Records of work now pending, including correspondence, proposals, specifications, and inspection reports. Filed geographically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. 15th floor. (2384)

280. WPA PROJECTS, Oct. 15, 1935 to date. Records of projects operating in cooperation with Coast Guard engineers, and showing pay rolls, paid vouchers, proposals, bids and acceptances, blueprints, construction, and repairs. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. 4 in., in 5 drawers of metal filing case. N. side, 15th floor. (2597)

281. PERSONNEL FILES, CURRENT, Jan. 1, 1936 to date. Accounts of leaves, hospital papers, indebtedness correspondence, and service records of active personnel. At the end of a year, these records are transferred to live or dead personnel files, depending on service status of man. Filed geographically. (Daily, official.) 9 x 12 folders, 6 ft. 5 in., in 4 drawers of wooden filing case. 15th floor. (2083)

Division of Disbursement

282. ALLOTMENT RECORDS, Jan. 1, 1922 to date. Records of allotments of pay to wives, nearest of kin, insurance companies, and legitimate debtors outside the service man's immediate district. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 2 in., in wooden filing box and drawer of metal filing case. Office, 15th floor. (1896)

283. DISBURSING AND PAY OFFICER'S CORRESPONDENCE, Jan. 1, 1922 to date. Relative to pay rolls, schedules of allotments and disbursements, pay lists, and notices of credit appropriations. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of wooden filing case. Office, 15th floor. (11920)

284. PERSONNEL, VISIBLE RECORD, Jan. 1, 1924 to date. Record of enlisted men: name, rating, place of duty, amount of semimonthly pay, time allotment, changes of status, and other information for pay roll purposes. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in card tray. Office, 15th floor. (11922)

285. CHECKS, COPIES, Dec. 2, 1932 - Oct. 31, 1935. Checks drawn by this office. Filed chronologically. (Daily, official.) 8½ x 12 loose papers, 5 ft., in 3 drawers of metal filing case. S. side, Office, 15th floor. (1849)

286. VOUCHERS, Jan. 1, 1933 to date. Copies of vouchers for miscellaneous supplies and services: rations, water for vessels, services rendered, and parts used in repair work. Filed alphabetically and numerically. (Older records, rarely; current records, daily; official.) 10 x 15 packages and 9 x 12 folders, 8 ft. 2 in., on wooden shelf, and in 6 drawers of metal filing cases, in drawer of wooden filing case, and in 2 drawers of metal filing case. Storeroom, 14th floor; and Office, 15th floor. (3750, 1879, 11921)

287. CWA RECORDS, Nov. 1, 1933 - Apr. 28, 1934. Copies of purchase vouchers, pay rolls, project authorizations, correspondence relative to CWA projects under auspices of Coast Guard. Filed numerically. (Rarely, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. Office, 15th floor. (1824)

288. ROUGH PAY ROLLS, Jan. 1, 1934 to date. Copies of pay rolls drawn for all departments, of Boston Division, Eastern Area. Filed according to rating. (Daily, official.) 11 x 16 loose-leaf books, 5 in., on desk. Office, 15th floor. (1853)

289. SCHEDULE OF DISBURSEMENTS, July 1, 1934 - Oct. 30, 1935. Copies of appropriation schedule: voucher, check number, amounts paid in cash, total paid. Filed chronologically. (Daily, official.) 9 x 14 loose papers, 1½ in., in drawer of metal filing case. Office, 15th floor. (1850)

290. SMOOTH PAY ROLLS, Nov. 1, 1934 to date. Finished pay rolls. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Office, 15th floor. (1834)

291. VOUCHERS SETTLED THROUGH THE REGIONAL DISBURSING OFFICE, Nov. 1, 1935 to date. Pertaining to miscellaneous supplies and services. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. 15th floor. (1835)

292. CURRENT MONTH FILE, June 1, 1936 to date. Schedules of disbursements, collections, and adjustments, including pay lists, notices of credit appropriations. Filed alphabetically, numerically and chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of desk. Office, 15th floor. (1839)

293. PAY ROLL SUPPORTING PAPERS, June 1, 1936 to date. Records supporting pay roll authorizations for current month. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 in., in drawer of steel desk. Office, 15th floor. (1881)

Personnel and Operation Records

294. MUSTER ROLLS BY SHIPS AND DISTRICTS, Jan. 1, 1932 - Dec. 31, 1935. Reports and correspondence concerning personnel: names of officers or enlisted men, whether assigned within division or temporarily elsewhere. (Rarely, official.) 10 x 13 packages, 2 ft., on open wooden shelf. Storage Room, 14th floor. (3708)

295. OPERATION REPORTS, Jan. 1, 1932 to date. Reports and correspondence, mostly concerning cruises, sea patrols, miscellaneous, units, services performed, assistance rendered, drills, instructions, and vessels boarded and examined. (Older records, rarely; current records, daily; official.) 10 x 13 bundles and 9 x 12 folders, 12 ft. 11 in., on 2 open wooden shelves and in 2 drawers of steel filing case. Storage Room, and S. side, 14th floor. (3371, 3375, 2433)

296. GENERAL CORRESPONDENCE ON OPERATIONS, Jan. 1, 1933 - Dec. 31, 1934. Correspondence, confidential intelligence information, general instructions, from Commander to stations and ships in district. Arranged by subject. (Yearly, official.) 9 x 12 bundles, 3 ft. 5 in., on wooden shelf. Storage Room, 14th floor. (3373)

297. PERSONNEL FILE, Jan. 1, 1933 to date. Correspondence, records, reports, relative to ratings, transfers, changes in status, leaves, hospitalization, and discharges. (Older records, monthly; current records, daily; official.) 9 x 12 bundles and folders, 10 ft. 7½ in., on wooden shelf and in 4 drawers of metal filing case. Storage Room, and W. side, 14th floor. (3361, 2385)

298. LEGAL RECORDS, Jan. 1, 1933 to date. Correspondence with headquarters, Federal courts, court officers, and records relative to opinions, decisions, interpretations of laws and regulations; also, records of court decisions, sites, and leased rentals. (Jan. 1, 1933 - 1935, yearly; 1935 to date, daily; official.) 9 x 12 packages and folders, 1 ft. 3 in., on wooden shelf and in 2 drawers of steel filing case. Storeroom and S. side, 14th floor. (3749, 2397)

299. CONSTRUCTION AND REPAIR RECORDS, HULL DIVISION, Jan. 1, 1934 to date. Correspondence and proposals relative to construction and repairs. (Jan. 1, 1934 - 1935, rarely; 1935 to date, daily; official.) 10 x 13 packages and 9 x 12 folders, 2 ft. 2 in., on open wooden shelf and in 2 drawers of steel filing case. Storeroom and S. side, 14th floor. (3657, 2427)

300. PATROL BOAT LOGS, Jan. 1, 1934 to date. Filed alphabetically and numerically by boat. (Daily, official.) 9 x 12 loose forms, 3 ft. 6 in., in 2 drawers of metal filing case. S. side, 14th floor. (2435)

301. FORM REPORTS, Jan. 1, 1935 to date. Monthly reports on muster rolls, changes in personnel, vacancies, assistance rendered, engineering, and summaries of drills. (Daily, official.) 9 x 12 folders, 5 ft., in 3 drawers of metal filing case. S. side, 14th floor. (2441)

302. CONSTRUCTION AND REPAIRS TO MACHINERY, Jan. 1, 1935 to date. Correspondence. (Daily, official.) 9 x 12 folders, 8 in., in 2 drawers of steel filing case. S. side, 14th floor. (2436)

303. PERSONNEL, CONFIDENTIAL, FILE, Jan. 1, 1935 to date. Reports and correspondence relative to enlisted personnel, student radiomen; advancement or transfers of personnel and commissioned officers. (Daily, official.) 9 x 12 folders, 10 ft. 4 in., in 5 drawers of metal filing cases. S. side, 14th floor. (2400)

304. ADMINISTRATIVE CORRESPONDENCE, Jan. 1, 1935 to date. Correspondence relative to legislation, organization of headquarters, service and outside publications, and benevolences. (Daily, official.) 9 x 12 folders, $2\frac{1}{2}$ in., in 2 drawers of steel filing case. S. side, 14th floor. (2434)

305. DETAILED PERSONNEL RECORD, Aug. 1, 1935 to date. Records of transfers, discharges, and deaths of personnel. Filed alphabetically. (Daily, official.) 4 x 6 cards, 10 in., in card tray cabinet. S. side, 14th floor. (2659)

Records of Associate Civil Engineer

306. GENERAL FILE, Jan. 1, 1907 to date. Reports, job applications, reclassifications, political activities of employees, rules, and regulations. Filed alphabetically. (Older records, rarely; current records, weekly; official.) 10 x 15 packages and 9 x 12 folders, 9 ft. 6 in., on 2 wooden shelves and in drawer of wooden filing case. Storage Room, 14th floor, and Office, 15th floor. (11928, 2346)

307. CONSTRUCTION AND REPAIRS AT STATIONS, COMPLETED, Jan. 1, 1917 - Dec. 31, 1935. Correspondence relative to proposals, bids, requisitions; also records of vouchers and pay rolls. Filed geographically. (Weekly, official.) 9 x 12 folders, 10 ft. 8 in., in 11 drawers of wooden filing cases. Office, 15th floor. (2343)

308. CONSTRUCTION AND REPAIRS AT INDEPENDENT STATIONS, Jan. 1, 1917 - Dec. 31, 1935. Correspondence, proposals, vouchers, bids, pay rolls, and requisitions, relative to work done at independent stations. Filed geographically. (Older records, rarely; current records, daily; official.) 9 x 12 folders, 3 ft. 4 in., in 2 drawers of wooden filing case. Office, 15th floor. (11926)

309. CONSTRUCTION AND REPAIRS, Jan. 1, 1934 - Dec. 31, 1934. Copies of letters and reports relative to general repairs, electrical work, construction; also, engine and pump specifications for work to be done. Arranged geographically. (Monthly, official.) 9 x 12 packages, 3 in., on wooden shelf. Storage Room, 14th floor. (3342)

310. PENDING INSTRUCTION AND REPAIRS, Jan. 1, 1935 to date. Correspondence, proposals, vouchers, bids, pay rolls, and requisitions relative to repairs to Coast Guard and independent stations and ships. Filed geographically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 wooden drawers. SW. corner, 15th floor. (11925)

311. WPA PROJECTS, Aug. 10, 1935 to date. Correspondence, records, set-up of projects, pay rolls, progress reports, time sheets, inspection reports on materials, and official authorizations. Filed alphabetically. 9 x 12 folders, 5 ft. 4 in., in 3 drawers of wooden filing case. Office, 15th floor. (11924)

Supply Records

312. REPORT ON COMMISSARY, Jan. 1, 1932 to date. Copies of reports on expenditures on short term contracts, by stations and units in Boston Division; no purchases made in open market. Filed geographically. (Older records, yearly; current records, daily; official.) 9 x 12 folders, 2 ft. 9 in., on wooden shelf and in 2 drawers of wooden filing case. Storage Room, 14th floor, and S. side, 15th floor. (3375, 11915)

313. REQUISITIONS AND INVOICES, May 1, 1932 - Dec. 31, 1933. For miscellaneous supplies, equipment, and services for Boston Division. Filed alphabetically and geographically. (Rarely, official.) 9 x 12 folders, 4 in., on open wooden shelf. Storage Room, 14th floor. (3710)

314. REPORT OF MEAT AND MEAT PRODUCTS, INSPECTIONS, Jan. 1, 1933 - Dec. 31, 1934. Reports by Bureau of Animal Industry on inspections of requisitioned and purchased meat products, showing the kind of product, name of contractor, total passed and rejected, cause of rejection, and disposition of rejected products. Filed alphabetically. (Yearly, official.) 9 x 12 folders, 1 ft. 6 in., on wooden shelf. Storage Room, 14th floor. (3709)

315. MISCELLANEOUS CONTRACTS, Jan. 1, 1933 to date. Contracts for acetylene gas, oxygen, fire extinguishers, rations, electric current, travel services, other supplies, and services. Filed alphabetically. (Older records, rarely; current records, daily; official.) 10 x 13 bundles and 9 x 12 folders, 1 ft. 2½ in., on open wooden shelf and in drawer of wooden filing case. Storage Room, 14th floor, and S. side, 15th floor. (3341, 11916)

316. GENERAL CORRESPONDENCE, Jan. 1, 1934 to date. Correspondence, with invoices attached, pertaining chiefly to equipment and supplies, outfits, personnel, boatswains' stores, and navigation. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 ft., in 5 drawers of steel filing cases. S. side, 15th floor. (1851)

317. MISCELLANEOUS RECORDS, June 1934 to date. Memoranda on prospective builders; mileage between New England points for travelling expense budgets; follow-up system on commissary and clothing reports. Filed geographically and alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in 2 drawers of wooden card cabinet. S. side, 15th floor. (1901)

318. PUBLIC VOUCHERS, July 1, 1934 to date. For equipment and supplies. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel filing case. S. side, 15th floor. (1916)

319. CLOTHING AND COMMISSARY REPORTS, DIVISION UNITS, Jan. 31, 1935 to date. Reports on monthly ration rates per man and unit, firms from whom goods have been purchased, clothing disbursement accounts; also, quarterly inventories submitted by units for clothing and commissaries. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. S. side, 15th floor. (1830)

320. CONTRACT REGULATIONS FOR FISCAL YEARS, April 16, 1935 to date. Regulations on contracts for fuel oil, cartage, charging fire extinguishers, food commodities, other supplies, and services. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in drawer of metal filing case. S. side, 15th floor. (1906)

321. ALLOTMENT SUMMARIES AND EXPENDITURES, July 1, 1935 to date. Statements showing allotment summaries and expenditures for repairs of equipment, for travel, fuel, water, telephone lines, and messages. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of desk. S. side, 15th floor. (1773)

322. CONTRACT CIRCULARS, Jan. 1, 1936 to date. Dealers' catalogues, schedules of stock items, and general schedules of supplies furnished by Procurement Division. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in drawer of steel filing case. S. side, 15th floor. (1840)

323. CONTRACT DATA, FISCAL YEARS, July 1, 1936 to date. Advice on contracts for repair parts of vessels and airplanes, and price lists, from headquarters. Filed numerically. (Daily, official.) 9 x 12 folders, ½ in., in drawer of steel filing case. S. side, 15th floor. (1848)

RECRUITING OFFICE

Appraisers Stores Bldg., 408 Atlantic Ave.

324. APPLICATIONS, ENLISTMENTS, AND REJECTIONS, Jan. 1, 1935 to date. Papers relative to enlistments, including instruction sheets for applicants, sheets descriptive of enlistments, letters giving reason for rejections. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of metal filing case. R. 203. (1404)

325. APPLICATIONS, Jan. 1, 1935 to date. Record of applicants for enlistment: showing name, age, height, birthplace, mental and physical condition, qualifications; also, court record, if any. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in wooden box on desk. R. 203. (1405)

326. GENERAL FILE, Jan. 1, 1935 to date. Correspondence, personnel records, bulletins, dispatches, relative to daily reports of enlistments, assignments, status changes, and requisitions for office equipment. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. R. 203. (1406)

RECORDS IN CUSTODY OF COLLECTOR OF CUSTOMS
Custom House, India and State Sts.

327. LETTERS RECEIVED, REVENUE MARINE, Jan. 13, 1900 - Dec. 24, 1912. Letters from government officials and others. Entered chronologically. (Seldom, official.) 8½ x 11 vols. (5), 1 ft. 3 in., on wooden shelf. 24th floor. (75)

CHATHAM

MONOMOY STATION, NO. 43

The Monomoy Station was established in 1873 by the Life Saving Service. Since its establishment, it has continuously occupied the present combined dormitory, boathouse, and tower. The records are in good condition, the earliest dating from Jan. 1873.

328. RECEIPTS AND EXPENDITURES, Jan. 1873 - Oct. 30, 1931. Record of supplies and equipment received and used: name, unit cost, date received, and date used. Entered alphabetically. (Never.) Variously sized vols. (3), 4 in., on floor. Dirty, torn, bindings broken. SW. closet, 2d floor. (88)

329. JOURNAL AND LOG, Mar. 20, 1873 to date. Form 2622, showing weather conditions, patrols, drills, duties, and events of the day. Entered chronologically. (Older records, never; later records, frequently, official.) Variously sized vols. (80), 9 ft. 7½ in., on closet floor and in desk. SW. closet, 2d floor and SW. Dining Room, 1st floor. (90, 83, 73)

330. PROPERTY RECORDS AND RETURNS, June 30, 1883 - June 29, 1887; May 1, 1893 - May 31, 1902; July 1, 1920 - June 30, 1926; Feb. 29, 1932 to date. Forms 1832 and 2569, annual inventories of supplies, materials, and equipment on hand: showing quantities received, expended, balances on hand at end of year, unit price, and condition. Entered chronologically. (Older records, never; current records, frequently; official.) Variously sized vols., papers, and loose-leaf books, 5¾ in., on floor and on desk. Dirty. SW. closet, 2d floor and SW. Dining Room, 1st floor. (80, 81, 72)

331. WRECK REPORTS, COPIES, Sept. 23, 1883 - May 28, 1915. Record of assistance rendered vessels in distress: names of vessel and captain; kind of cargo, port of origin, destination, date, cause of distress, and number of lives lost and saved. Entered chronologically. (Rarely, official.) 9 x 14 vols. (7), 6 in., on floor. Dirty. SW. closet, 2d floor. (84)

332. MONTHLY RECORD OF WIND SIGNALS, Apr. 1, 1893 - Jan. 18, 1929. Department of Agriculture Form 1033; type of storm or hurricane; time message received; and, time of raising and lowering storm warnings to shipping. Entered chronologically. (Daily, official.) 8 x 10½ vols. (2), 2 in., on floor. SW. closet, 2d floor. (85)

333. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1915 - Apr. 1922. Form 2602, indicating proficiency ratings of surfmen in various drills; general condition of station and equipment. Entered chronologically. (Never.) 8 x 10½ vols. (2), 1½ in., on floor. SW. closet, 2d floor. (89)

334. MISCELLANEOUS PAPERS, 1916 - 1927. (Never.) 9 x 12 folders, 3 ft. 6 in., in 2 pasteboard boxes. Dirty, scattered. NE. corner, Storage Room, 2d floor. (77)

335. LETTERS, Apr. 12, 1916 - Jan. 30, 1922. Letters from district superintendent. Entered chronologically. (Never.) 10 x 11 vols., 3 in., on floor. Dirty. NE. Storeroom, 2d floor. (78)

336. SIGNALS SENT AND RECEIVED, Apr. 20, 1917 - Aug. 16, 1921. Records of signals transmitted in practice drills: names of senders, receivers, time of messages, and interpretations of signals. Entered chronologically. (Never.) 8 x 10½ vols. (2), 2½ in., on floor. SW. closet, 2d floor. (82, 86)

337. CORRESPONDENCE, 1922 - 1928; Nov. 9, 1935 to date. Correspondence and circular letters from division, district, and Washington headquarters concerning administrative matters. (Older records, never; current records, frequently; official.) 8 x 10 papers and 9 x 12 folders, 1 ft. 2½ in., on floor, on and in desk. Older records dirty. NE. Storeroom, 2d floor and Dining Room, 1st floor. (79, 74)

338. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, July 1928 - Oct. 1934. Form 2672B: showing name, rank, rate of pay of employee; allowances for clothing, subsistence, deductions for insurance, and forfeits. Entered chronologically. (Never.) 8 x 10½ vols., ¾ in., in cupboard. SW. closet, 1st floor. (76)

339. RADIO AND TELEPHONE MESSAGES, Apr. 29, 1935 - Feb. 13, 1937. Record of official messages received: date, time, source, contents of message, and name of receiver. Entered chronologically. (Frequently, official.) 8 x 10½ vols. (2), 1½ in., in cupboard. SW. Dining Room, 1st floor. (75)

Monomoy Point Records

340. JOURNAL, May 2, 1912 - Oct. 14, 1914. Record of date, weather conditions, patrols, and general remarks; pertains to the Inward Point Boathouse, Monomoy Point Station. Entered chronologically. (Never.) $8\frac{1}{2}$ x 14 vols. (3), $3\frac{3}{4}$ in., on floor. SW. closet, 2d floor. (87)

MONOMOY POINT STATION, NO. 44
Monomoy Point

The Monomoy Point Station was established Oct. 1, 1902. It has occupied the same combined dormitory, boathouse, and tower since its establishment, Oct. 1, 1902. The records are in good condition. They are kept in a room used as an office, on the first floor, and in the dormitory closet on the second floor.

341. JOURNAL AND LOG, Oct. 1, 1902 to date. Forms 1808 and 2622, daily records of weather conditions, patrols, drills, duties performed, and events. Entered chronologically. (Older records, rarely; later records, daily; official.) $8\frac{1}{2}$ x 14 vols. (46), 6 ft. $3\frac{1}{2}$ in., on closet floor, on open wooden shelf, and on top of desk. W. side, 2d floor, and Office, 1st floor. (68, 69, 66)

342. WRECK REPORTS, Oct. 30, 1902 - Oct. 27, 1916; July 23, 1918 - Nov. 15, 1919. Form 2625, recording name of vessel, master, cargo, port of origin, destination, lives lost, cause of disaster, and aid rendered. Entered chronologically. (Rarely, official.) $8\frac{1}{2}$ x $13\frac{3}{4}$ vols. (3), and 8 x $10\frac{1}{2}$ papers, $3\frac{3}{4}$ in., in closet. W. side, 2d floor. (70, 67)

343. PROPERTY RETURNS, May 24, 1912 to date. Form 2569, records of annual inventories of supplies and equipment, showing quantities received, expended since last inventory, on hand, and unit prices. Arranged chronologically. (Older records, never; current records, frequently; official.) 9 x 12 booklets and loose-leaf books, $7\frac{1}{2}$ in., on floor and on wooden shelf. W. closet, 2d floor and Office, 1st floor. (71, 63)

344. PAY AND PERSONNEL RECORD, 1918 to date. Form 2677, recording names and duties of surfmen, leaves of absence, rates of pay, transfer of pay accounts, allowances for clothing and subsistence. (Frequently, official.) 5 x 8 cards, 3 in., in wooden box. Office, 1st floor. (65)

345. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - July 1934. Form 2672B, showing name, rank, rate of pay, amount of subsistence allowance, deductions for insurance, clothing, forfeits, and net pay. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols. (3), $2\frac{1}{4}$ in., in desk. Office, 1st floor. (62)

346. RECEIPTS AND EXPENDITURES, Aug. 8, 1922 - Aug. 7, 1928. Obsolete forms, showing supplies, materials, and equipment; showing dates of entry, names of articles, amounts received, expended, and on hand. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols. (2), $1\frac{1}{2}$ in., in cupboard. Office, 1st floor. (61)

347. PERSONNEL, 1923 to date. Correspondence and forms relative to promotions, transfers, retirements, leaves of absence, and neglect of duty of station personnel. (Frequently, official.) 9 x 12 folders, 8 in., in drawer of wooden filing case. Office, 1st floor. (64)

348. CORRESPONDENCE, Dec. 1924 to date. Reports and correspondence with district offices, division office, and Washington headquarters, relative to station activities; also reports on assistance rendered. Filed according to the Rules for Handling Mail and Files at the Units of the United States Coast Guard. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in 3 drawers of wooden filing case. Office, 1st floor. (60)

OLD HARBOR STATION, NO. 41

The Old Harbor Station, No. 41, was established March 1, 1898, by the Life Saving Service. It has occupied its present quarters continuously since that date. Its records are in good condition and easily accessible, the oldest records dating from the establishment of the agency.

349. JOURNAL AND LOG, Mar. 1, 1898 to date. Forms 1808 and 2622. Entered chronologically. (Daily, official.) 8½ x 14 vols., 6 ft. 3 in., in 2 wooden boxes and in and on desk. Storeroom, 3d floor and 1st floor. (6, 13, 34)

350. RECORD OF RECEIPT AND EXPENDITURES OF PROPERTY, Mar. 11, 1898 - June 20, 1934. Supplies and equipment received, showing name, unit cost, total cost, and date received. Entered chronologically. (Never.) 8 x 10½ vols., 2¾ in., on floor. Bindings broken. Storeroom, 3d floor. (12)

351. PROPERTY RETURNS, Apr. 30, 1898 - May 31, 1915; June 30, 1916 - June 30, 1929; June 30, 1933 - July 1, 1936. Forms 1832, 2569, and 2571, annual inventories of supplies, materials, and equipment, showing quantities received and expended, and balances. Entered chronologically. (Older records never; current records, monthly; official.) 9½ x 12 booklets, 10½ in., on desk, in wooden box, and on floor. NW. 1st floor and storeroom, 3d floor. (8, 10, 35)

352. REPORTS OF ASSISTANCE RENDERED, May 24, 1898 - Nov. 26, 1920; July 6, 1929 - June 26, 1932. Forms 1806 and 2625, records of aid given to those in distress: names of vessels or persons aided, dates, locations, causes of mishaps, kinds of assistance rendered, number of lives lost and saved, and weather conditions. Entered chronologically. (Rarely, official.) 8 x 14 vols., and 8 x 10 bundle, 2¾ in., in 2 wooden boxes. Storeroom, 3d floor. (32, 38)

353. GENERAL FILE, Sept. 1914 to date. Correspondence and records. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Older records, never; later records, daily; official.) 9 x 12 folders, 7 ft., in 2 drawers of wooden filing case and in wooden box. Storeroom, 3d floor and NW. 1st floor. (2, 11)

354. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1915 - Apr. 1922. Form 2602, reports on proficiency ratings of surfmen, with remarks on general condition of station. Entered chronologically. (Rarely, official.) 8 x 10½ vols. (2), 1½ in., on floor. Storeroom, 3d floor. (1)

355. RECORD OF SIGNALS SENT AND RECEIVED, Apr. 18, 1917 - Apr. 22, 1925. Form 9622, records of flag signals received and sent in practice drills: names of senders, dates, of messages, signal letters and interpretations; time required. Entered chronologically. (Never.) 8 x 11 vols., 3 in., on floor. Storeroom, 3d floor. (3, 4)

356. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - Dec. 1934. Form 2672B, record of salaries showing name, rank, pay rate, years of service, allowances for clothing and subsistence, deductions, forfeits, and net amount paid. Entered chronologically. (Never.) 8 x 10½ vols. (5), 4 in., in wooden box. Storeroom, 3d floor. (36)

357. ROUGH LOG, Nov. 20, 1922 to date. Observations from tower watch: weather, sea conditions, number and types of passing vessels, important happenings, dates and time of watches. Entered chronologically. (Daily, official.) 8 x 10 and 8 x 14 vols., 1 ft. 6 in., on floor and on desk. Damaged by careless handling, bindings broken, dirty, torn. Storeroom, 3d floor and NW. room, 1st floor. (7, 5)

358. PERSONNEL, Aug. 6, 1931 to date. Records of present and former employees. Filed alphabetically. (Rarely, official.) 9½ x 12 folders, 10½ in., in drawer of wooden filing case and in wooden box. Storeroom, 3d floor and NW. 1st floor. (33, 9)

STATION NO. 42

This agency was established in January 1873, for the purpose of aiding those in distress at sea, on the beach, and within harbors. The boatswain in charge sends reports to the District 3 Office, Wakefield, Rhode Island, where they are incorporated in a district report which is forwarded to Boston division office, and finally forwarded to Washington headquarters. The older records are stored in the attic and the current records in the office; all are in good condition and accessible.

359. RECORD OF EXPENDITURES, Jan. 31, 1873 - June 5, 1930. Records of expenditures of public supplies: dates, articles, and amounts received, expended, remaining on hand; remarks. Entered alphabetically and chronologically. (Never.) 7 x 8¼ and 8½ x 13¾ vols., 2½ in., in wooden box. Attic. (28)

360. JOURNAL AND LOG, Mar. 24, 1873 - July 31, 1915. Forms 1808 and 2632, reports of weather conditions, patrols and watches, and events of day; also includes all the details of wrecks to May 1880. Entered chronologically. (Older records, never; current records, daily; official.) $8\frac{1}{4}$ x 14 vols., 9 ft., in open wooden boxes and in cupboard. Bindings broken. Attic and SE. 1st floor. (21, 27, 18)

361. WRECK REPORTS, COPIES, May 7, 1880 - Apr. 8, 1919. Form 1806, detailed account of shipwrecks aided by this station: date, name of vessel, cause of wreck, lives saved or lost, assistance rendered, and weather conditions. Entered chronologically. (Rarely, official.) $8\frac{1}{2}$ x $13\frac{3}{4}$ vols., 4 in., in open wooden box. Attic. (29)

362. PROPERTY RETURNS, June 30, 1883 - June 30, 1887; Apr. 30, 1893 - May 30, 1910; June 1, 1912 - May 31, 1914; June 3, 1915 - June 30, 1930. Forms 1832 and 2569, complete inventories of supplies and equipment: amounts on hand at beginning of year, amounts received and sent during year, and balances at end of each year. Filed chronologically. (Never.) 9 x 12 paper pamphlets, 5 ft. 3 in., in open wooden boxes. Attic. (23, 25)

363. GENERAL FILE, Jan. 12, 1899 to date. Letters regarding new orders, changes and regulations; forms regarding pay rolls, vouchers, drill practices, muster rolls, and requisitions; also reports of assistance rendered. Filed numerically. (Older records, never; current records, daily; official.) 9 x 12 folders, 8 ft. 9 in., in open wooden box, in 2 open pasteboard boxes, and in 3 drawers of wooden filing case. Attic, and SE. 1st floor. (16, 31)

364. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1915 - Sept. 1919. Form 2602, records of marks attained by men for drills and conduct. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols., $\frac{3}{4}$ in., in open wooden box. Attic. (22)

365. ROUGH LOG, Aug. 26, 1918 to date. Records of tower watches: time, dates, weather conditions, number of vessels passing, and other events of the day. Entered chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ and $10\frac{1}{2}$ x 16 vols., 2 ft. $6\frac{1}{2}$ in., in open wooden box and wooden cupboard. Bindings broken, some damaged by careless handling, dirty, scattered. Attic and SE. 1st floor. (30, 19)

366. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - Apr. 1934. Form 2672B, personnel record, showing rank, rate of pay, clothing allowance, subsistence; also, deductions for forfeits, insurance, and clothing. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols. (3), $2\frac{1}{2}$ in., in open wooden box. Attic. (26)

367. TELEPHONE LOG, Apr. 26, 1919 to date. Record of telephone calls received or sent through switchboard in watchtower, showing date, party calling or receiving call, and time of call. Entered chronologically. (Older records, never; current records, daily; official.) $5\frac{3}{4}$ x $8\frac{1}{2}$ and $8\frac{1}{2}$ x 14 vols., 1 ft. 5 in., in open wooden box. Dirty, torn, scattered, bindings broken. Attic. (24)

368. PERSONNEL, Jan. 29, 1921 to date. Correspondence with district office pertaining to promotions, leaves, neglect of duties, sickness, transfers, retirements, and medical attention; also, special form for medical cases. Filed alphabetically. (Frequently, official.) $9\frac{1}{2}$ x 12 folders, 7 in., in drawer of wooden filing case. SE. 1st floor. (17)

369. HARBOR VESSEL LOG, Mar. 18, 1932 - July 19, 1933. Form 2619, daily record of boat 4303, showing miles cruised, mooring, fuel used, weather conditions, duties performed, vessels boarded and examined, navigation data, and events of day. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ vols. (2), 3 in., in open wooden box. Attic. (20)

370. PROPERTY RECORD, July 1, 1932 - July 1, 1936. Form 2571, yearly inventory of supplies and equipment: amounts on hand at beginning of year, amounts received and used during year, and balance on hand. Entered alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 11 loose-leaf books, $4\frac{1}{2}$ in., in wooden cupboard. 1st floor. (14)

371. HARBOR VESSEL LOG, May 8, 1935 to date. Form 2619, daily record of picket boat 2560, including miles cruised, mooring, fuel used, weather conditions, duties performed, vessels boarded and examined, navigation data, and events of the day. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ vols. (2), 3 in., in closed wooden cupboard. SE. 1st floor. (15)

EASTHAM

NAUSET STATION, NO. 39

Established in 1873 in the present one and one-half story tower building, the Nauset Station has preserved its records dating from March 26th of the first year of operation. Records not forwarded to district headquarters are considered permanent and are retained on the premises. For the most part, they are in excellent condition, although only a few are kept in proper containers, most of them being piled under the attic eaves.

372. JOURNAL AND LOG, Mar. 26, 1873 to date. Forms 1808 and 2622, records of daily activities and observations: weather, sea conditions; names, hours of duty of patrols and watches; drill records. Entered chronologically. (Records prior to Aug. 31, 1934, never used; subsequent records, daily; official.) $7\frac{1}{2}$ x $12\frac{1}{4}$ and $8\frac{1}{2}$ x 14 vols. (75), 8 ft. $\frac{3}{4}$ in., in open wooden boxes in attic and on desk. Attic and N. side, 1st floor. (8, 6, 16)

373. RECEIPT BOOK, Sept. 7, 1878 - June 30, 1923. Accounts of supplies and equipment received: kinds, quantities, costs of articles received, and dates of receipts. Entered chronologically. (Never.) 7 x $8\frac{1}{4}$ and $8\frac{1}{2}$ x 14 vols. (2), $1\frac{1}{4}$ in., on floor. Attic. (7, 5)

374. PROPERTY RETURNS, June 30, 1883 to date. Forms 1832, 2569, and 2571, inventories of supplies, equipment; dates of entry, amounts received, expended, and balances. (Older records, never; current records, frequently; official.) Variously sized vols., $9\frac{1}{2}$ in., on floor, and on desk. Attic and N. side, 1st floor. (2, 11, 22)

375. WRECK REPORTS, COPIES, Feb. 10, 1885 - Oct. 1, 1912. Records of aid rendered to vessels in distress showing dates, weather, sea conditions, names of vessels and masters, types of cargoes, ports of origin, destinations, lives saved and lost. Entered chronologically. (Rarely, official.) 9 x 14 vol., $\frac{3}{4}$ in., on desk. N. side, 1st floor. (18)

376. GENERAL FILE, Sept. 1912 to date. Correspondence and records pertaining to administrative, operational affairs: allotments, appropriations, expenses, pay rolls, repairs to station and equipment, complaints, and miscellaneous reports. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Records prior to Apr. 7, 1935, never; subsequent records, daily; official.) 9 x 12 folders, 8 ft., on floor, in 2 wooden boxes, and in 2 drawers of wooden filing case. N. side, 1st floor. (21, 20)

377. RECORD OF SIGNALS SENT AND RECEIVED, Apr. 18, 1917 - May 23, 1925. Names of senders, dates, interpretations of signals. Entered chronologically. (Never.) $8\frac{1}{2}$ x 10 vols. (2), $2\frac{1}{2}$ in., on floor. Attic. (9, 1)

378. ROUGH LOG, Aug. 25, 1918 to date. Record of observations by man on watch: weather, sea conditions; number and type of passing vessels, name of man on watch. Entered chronologically. (Records prior to June 5, 1936, never; subsequent records, daily; official.) 8 x $10\frac{1}{2}$ vols., and $10\frac{1}{2}$ x 14 vols. (22), 1 ft. 11 in., on floor. Damaged by careless handling, bindings broken, torn, scattered, dirty. Attic and tower. (10)

379. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - May 1926; Aug. 1928 - Nov. 1934. Form 2672B, showing name, rank, pay rate, total pay of personnel, clothing and subsistence allowances, deductions for insurance, war risk, and forfeits. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols. (2), $1\frac{3}{4}$ in., on floor. Attic. (4)

380. KEEPER'S MONTHLY REPORT ON SURFMEN, Sept. 1919 - Apr. 1922. Form 2602, record of proficiency ratings of surfmen in various drills. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols., $\frac{3}{4}$ in., on floor. Attic. (3)

381. PERSONNEL, June 1, 1926 to date. Correspondence and record of personnel. Filed alphabetically. (Records prior to June 1930, rarely; subsequent records, frequently; official.) 9 x 12 folders, 1 ft. $1\frac{1}{2}$ in., on floor, and in drawer of wooden filing case. Attic, N. side, 1st floor. (19, 17)

GAY HEAD

STATION NO. 49

Prior to 1894 this station was operated as a volunteer life saving unit of the Massachusetts Humane Society, with a crew of Indians. It was made a government agency in 1894, under the supervision of the Life Saving Service. The earliest record is the "Station Log" dating from Oct. 26, 1895. The records are accessible and well preserved.

382. JOURNAL AND LOG, Oct. 26, 1895 to date. Forms 1809 and 1922, records of daily activities and observations, weather, sea conditions, important happenings, thermometer readings, vessels and aircraft sighted, names and hours of duty of patrols and watches. Entered chronologically. (Daily, official.) 8½ x 14 vols. (53), 6 ft. 7½ in., in closet. Office. (3)

383. REPORTS AND CORRESPONDENCE, July 1, 1932 to date. Correspondence, circular letters, and bulletins concerning administrative policy; also, requisitions, vouchers, pay rolls, muster rolls, and drill reports. Filed according to the Rules for Handling Mail and Files at at Units of the United States Coast Guard. (Daily, official.) 10 x 11 folders and pockets, 7 ft. 3 in., in 4 drawers of wooden filing cabinet. Office. (2)

384. PERSONNEL RECORD, July 1, 1932 to date. Form 2677, showing name, rank of employee, rate of pay, term of service, allowances for clothing and subsistence. Arranged alphabetically. (Occasionally, official.) 5 x 8 cards, 1 in., in drawer of card cabinet. Office. (1)

GLOUCESTER

GLOUCESTER STATION
Hesperus Ave.

This station was established in 1899 in the same wooden building which it occupies today. Records not transferred to the district office are retained until authority is given for their disposal. The records in general are in good condition, well cared for, and accessible.

385. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - Feb. 1928. Form 2672B, showing name, rating, total pay of employee, allotments for clothing and subsistence, deductions for insurance, and forfeits. Entered chronologically. (Never.) 8 x 11 vols., 1½ in., on floor. NE. side, 2d floor. (189)

386. CONDUCT RECORD, Dec. 31, 1918 - Jan. 2, 1929. Form 2106, conduct records of enlisted men. Entered chronologically. (Never.) 5 x 8 vols., 3 in., on floor. NE. corner, 2d floor. (193)

387. LOG, Apr. 10, 1921 to date. Form 2622, record of daily activities and observations: weather, sea conditions, important happenings, names, hours of duty of patrols and watches. Entered chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 vols., 4 ft. $2\frac{1}{2}$ in., on desk. Office. (185)

388. PROPERTY RECORD, July 1, 1921 to date. Forms 2569 and 2571, annual inventories of station supplies, property, and equipment: amounts received, expended, and balances. Entered chronologically. (Older records, never; current records, monthly; official.) 9 x 12 vols. and loose-leaf books, $6\frac{1}{4}$ in., on floor, and in desk. NE. side, storeroom and office, 1st floor. (192, 184)

389. RECEIPTS AND EXPENDITURES, May 2, 1924 - May 24, 1925. Form 2115, record of public property on hand, name of article, quantity received and expended. Entered chronologically. (Never.) 8 x 11 vols., $\frac{3}{4}$ in., on floor. NE. side, storeroom, 2d floor. (190)

390. CORRESPONDENCE, June 3, 1924 to date. Letters concerning administrative and functional affairs. Filed chronologically. (Older records, never; current records, occasionally; official.) 9 x 12 folders, and bundles, 12 ft. 2 in., on floor, and in 4 drawers of wooden filing case. NE. side, attic storeroom, 2d floor, and office, 1st floor. (207, 203)

391. REPORT OF ASSISTANCE RENDERED, Aug. 5, 1928 - Feb. 14, 1930. Form 2625, record of aid rendered to vessels in distress: name, tonnage of vessel, port of departure, destination, date, cause of mishap, number of lives lost and saved. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ loose papers, $1\frac{1}{2}$ in., in wooden box. NE. side, storeroom, 2d floor. (188)

392. BOARDING RECORD, Jan. 1, 1936 to date. Form 2106, record of names of vessels boarded and examined. Entered chronologically. (Daily, official.) 5 x 8 vols., $\frac{1}{2}$ in., on desk. Boatswain's Office. (187)

393. RADIO LOG, Jan. 19, 1936 to date. Forms B-4 and A-1, record of radio messages sent and received: showing date, time, interpretation of messages, name or call letters of sender, and receiver. Entered chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ vols., $\frac{3}{4}$ in., on desk. Office. (186)

GOSNOLD

CUTTYHUNK ISLAND STATION, NO. 50

This station was established in 1890, occupying quarters 20 feet south of its present location. In addition to the main building, which has housed the agency since March 1937, there are several boathouses,

watch houses, and a work shop. With the exception of a single serial found in the boathouse, the records are kept in the main building. In general they are in good condition.

394. JOURNAL AND LOG, Feb. 14, 1890 to date. Forms 1808 and 2622, records of daily activities and observations, weather, sea conditions, important happenings, names, hours of duty of patrols and watches. Entered chronologically. (Daily, official.) 4 x 8 vols. (53), 6 ft. 7½ in. Office. (5)

395. WRECK REPORTS, Aug. 9, 1896 - Apr. 12, 1915. Records of assistance rendered to vessels in distress: names, tonnage of vessels, kinds of cargoes, ports of departure, destinations, names of masters, causes of mishaps, number of lives lost and saved. Entered chronologically. (Rarely, official.) 8¾ x 13¾ vols., 4 in. Office and loft in boathouse. (4)

396. REPORTS AND CORRESPONDENCE, July 1, 1935 to date. Correspondence and circular letters concerning matters of the service. Filed chronologically. (Weekly, official.) 10 x 11 folders and pockets, 5 ft., in 4 drawers of wooden filing case. Office. (6)

397. PERSONNEL RECORD, July 1, 1935 to date. Form 2677, showing name, class, rate of pay of employee, term of service, allotments for clothing and subsistence. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1½ in., in card cabinet. Office. (7)

HULL

POINT ALLERTON STATION, NO. 26

This agency was established Mar. 1889, to aid those in distress in the vicinity of Stony Beach. Reports on activities are rendered to the Commander of District 1. Records are stored in the office and attic. Those in the latter location are inaccessible. The active records are accessible and safely maintained.

398. PROPERTY RETURNS, Apr. 30, 1898 - June 30, 1930. Forms 1832 and 2571, records of materials on hand, showing amounts received since last inventory, amounts used, total, and condition. Filed by subject. (Never.) 8 x 10 and 10 x 16 vols., 5 in., on box. Damaged by faulty containers, bindings broken. Attic. (20)

399. JOURNAL AND LOG, Oct. 25, 1889 - Apr. 10, 1936; Apr. 16, 1936 to date. Records of weather conditions at midnight, sunrise, noon, and sunset; barometer and thermometer readings; number and kinds of vessels passing; names of men on watch; and remarks on activities of the day. Entered chronologically. (Older records, never; current records, daily; official.) 10 x 16 vols., 8 ft. 8½ in., on floor in wooden box, and on desk. Attic and Office. (23, 16, 13)

400. RECORDS OF RECEIPTS AND EXPENDITURES OF PROPERTY, Dec. 3, 1889 - Feb. 24, 1919. Records of materials and amounts received; also expenditures for equipment and supplies. Entered chronologically. (Never.) 10 x 14 vols., 1 in., in wooden box. Attic. (31)

401. WRECK REPORTS, COPIES, Dec. 15, 1889 - Oct. 28, 1918. Form 1806, listing date, nationality, rig, names of vessel and master, tonnage, where bound, nature of cargo, estimated amount of damage, and cause of casualty. Entered chronologically. (Never.) 10 x 16 vols., 1 ft. 2 in., on floor. Damaged by faulty containers, dirty, bindings broken. Attic. (27)

402. LETTERS, Dec. 19, 1905 - May 20, 1911. Correspondence with superintendent at Provincetown, relative to signalling, recommendations, requested leaves or discharges of surfmen, allotments, and permission for repairs. Entered chronologically. (Never.) 8 x 10 vols., 2 in., in wooden box. Dirty. Attic. (11)

403. PAY ROLLS, July 1, 1915 - June 1, 1928. Form 2276-A, names of personnel, rank, rate of pay, deductions, and amount due each person. Filed chronologically. (Never.) 9 x 11½ folders, 10 in., in wooden box. Damaged by faulty containers; torn, scattered. Attic. (22)

404. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1, 1915 - Apr. 30, 1922. Form 2602, record of marks attained for proficiency in drills and for conduct, and in station upkeep. Entered chronologically. (Rarely, official.) 10 x 12 vols., 2 in., on wooden box. Attic. (34)

405. GENERAL CORRESPONDENCE, Aug. 26, 1916 - Dec. 23, 1935; Apr. 28, 1936 to date. Correspondence between station officers and the Navy Department, District Commander, and headquarters, relative to miscellaneous matters, and general instructions. Filed chronologically. (Daily, official.) 9 x 12 folders and 8 x 10½ papers, 5 ft., in 2 wooden boxes and on desk. Some damaged by faulty containers; dirty, torn. Attic and Office. (15, 32, 30)

406. RECORD OF SIGNALS SENT, Apr. 16, 1917 - June 27, 1924. Form 9622, records of names of senders, signal letters, translations, and time required. Filed chronologically. (Never.) 10 x 12 vols., 2 in., on wooden box. Attic. (28)

407. RECORD OF SIGNALS RECEIVED, Apr. 19, 1917 - Aug. 14, 1933. Form 9622, showing name of sender, date, signal, letters, interpretation of signal, and time required. Entered chronologically. (Never.) 10 x 12 vols., 2 in., on wooden box. Damaged by faulty containers; dirty, bindings broken. Attic. (18)

408. REPORTS OF ASSISTANCE RENDERED, June 29, 1920 - June 30, 1936. Form 2625, showing names of station and boat in distress, port of clearance, value of vessel, damage to vessel, nature of distress, and location. Filed chronologically. (Occasionally, official.) 8 x 10 bundles, 10 in., on wooden box. Attic. (33)

409. ENLISTMENT CONTRACTS, Mar. 9, 1924 to date. Form 2500, showing name, address, age, height, weight, and complete medical report of applicant. Filed alphabetically. (Never.) 9 x 12 folders, 3 ft. 3 in., in wooden box. Damaged by faulty containers; dirty, torn. Attic. (17)

410. NEGLECT OF DUTY CORRESPONDENCE, June 30, 1924 - June 2, 1925. Correspondence with headquarters relative to neglect of duty by employees and disposition of cases. Filed chronologically. (Never.) 9 x 12 folders, 2 in., in wooden box. Damaged by faulty containers; dirty. Attic. (19)

411. LOOKOUT LOG, June 1, 1925 - Aug. 12, 1935. Record of number and time of vessels passing station, and name of officer on watch. Filed chronologically. (Never.) 8 x 10 vols., 2 ft. 8 in., on wooden box. Damaged by faulty containers; bindings broken. Attic. (29)

412. ROUGH LOG OF PATROL BOAT, Jan. 21, 1926 - Apr. 14, 1929. Record of daily activities on board the patrol boat, including mileage, fuel consumption, and weather conditions. Filed chronologically. (Never.) 8 x 10 vol., 1 in., on desk. Office. (26)

413. RECEIPTS AND EXPENDITURES, Dec. 1, 1927 - Mar. 21, 1932. Record of ammunition, equipment, materials, fuel, and miscellaneous supplies, together with amount and date received. Filed chronologically. (Never.) 8 x 10½ vols., 4½ in., in wooden cabinet. Office. (5)

414. INVOICES, Apr. 22, 1932 - June 15, 1936. For paint, oil, nails, etc., bought for maintenance purposes. Filed chronologically. (Never.) 9 x 11½ folders, 2 in., in wooden box. Attic. (6)

415. PROPERTY RECORD, May 12, 1932 to date. Record of type of material, by whom used, amount needed, amount on hand, and cost. Filed by subject. (Daily, official.) 8 x 10 vols., 7 in., on desk. Office. (10)

416. ACCOUNTS, Apr. 1, 1935 to date. Reports on general accounts for oil, gasoline, ordnance, fuel, traveling expenses, gifts to welfare, electric power, etc. Filed by subject. (Weekly, official.) 9 x 11½ folders, 6 in., in drawer of steel filing case. Office. (12)

417. CORRESPONDENCE, Oct. 20, 1935 to date. Correspondence relative to personnel, repairs, supplies, requisitions, boats, accounts, service operations, telephone orders, engines, and equipment. Filed by subject. (Daily, official.) 9 x 11½ folders, 6 ft., in 3 drawers of steel filing case. Office. (7)

418. RADIO CALLS, Feb. 22, 1936 to date. Report of all radio calls sent and received relative to rescues, capsizings, weather conditions; also, communications with other stations in emergencies. Filed chronologically. (Weekly, official.) 9 x 11½ folders, 3 in., in wooden drawer of filing case. Office. (14)

419. RECORD OF MISCELLANEOUS EVENTS OF THE DAY, Apr. 1, 1936 to date. Rough log, showing names of patrolmen and lookouts, hours of duty, weather conditions, and number of vessels sighted from station. Filed chronologically. (Daily, official.) 8 x 10 papers, 2 in., on top of desk. Office. (21)

420. INVITATION, BID, AND ACCEPTANCE, June 5, 1936 to date. Form 33, bids on all food, such as vegetables, fruits, fish and meat, with price per pound, and total cost. Filed chronologically. (Bimonthly, official.) 8 x 10½ loose forms, 4 in., on desk. Office. (24)

421. BOARD OF SURVEY, July 7, 1936 to date. Form 2582, record of a survey of materials to be destroyed, including truck tires, flags, tablecloths, hand drills, and filing cabinet. Filed chronologically. (Never.) 8 x 10½ forms, 2 in., on desk. Office. (25)

422. HARBOR VESSEL LOG, Aug. 1, 1936 to date. Records of calls and use of boats, including the contacting of boats outside; also, time boats left and returned, names of the crews, and amounts of fuel used. Filed chronologically. (Daily, official.) 10 x 12 vols., 2 in., on desk. Office. (9)

423. ROUGH LOG, Aug. 12, 1936 to date. Daily record of passing boats showing name of boat, time passed, name of man on watch, and outlet of watch the boat passed. Filed chronologically. (Daily, official.) 10 x 12 vols., 1 in., on desk. Watch Tower. (8)

IPSWICH

PLUM ISLAND STATION

The Plum Island Station was established in 1890. The present combined boathouse, tower, and living quarters have housed this agency since its establishment. Its records are accessible and well preserved, the oldest is dated Jan. 4, 1891.

424. JOURNAL AND LOG, Jan. 4, 1891 to date. Forms 1808 and 2622, records of daily activities and observations: weather, sea conditions, important incidents noted, names, hours of duty of patrols and watches. Entered chronologically. (Records prior to May 3, 1936, never used; subsequent records daily; official.) 9 x 15 vols. (64), 7 ft. 8 in., in 2 wooden boxes, and on desk. Attic and 1st floor. (7, 6, 8)

425. RECORD OF RECEIPTS OF PUBLIC PROPERTY, Jan. 5, 1891 - Dec. 4, 1904. Form 1824, record of supplies, materials, equipment received: indicating name of article, date, amount received; quantity expended, and amount on hand. Entered chronologically. (Rarely, official.) 9 x 11 vols., 4 in., in wooden box. Attic. (14)

426. WRECK REPORTS, COPIES, Aug. 19, 1891 - July 22, 1917. Form 1806, record of assistance rendered to vessels in distress: showing name, tonnage, kind of cargo; port of departure, destination, name of master, number of crew, date, cause of mishap, and number of lives lost and saved. Entered chronologically. (Rarely, official.) 9 x 13 vols., 4 in., in wooden box. Attic. (10)

427. KEEPER'S MONTHLY REPORT ON SURFMEN, Sept. 1, 1915 - June 30, 1922. Reports on conduct and appearance of surfmen, proficiency ratings in various drills, and general condition of station and equipment. Entered chronologically. (Rarely, official.) 9 x 11 vols., 4 in., in wooden box. Attic. (15)

428. CORRESPONDENCE, Sept. 15, 1915 to date. Correspondence concerning administrative policies and activities. Filed chronologically. (Records prior to April 2, 1932, rarely; subsequent records, daily; official.) 8 x 10½ folders, 20 ft. 4 in., in 2 wooden boxes and 4 drawers of wooden filing case. Attic and 1st floor. (16, 5)

429. RECORD OF SIGNALS SENT, Apr. 17, 1917 - Apr. 18, 1923. Form 9622, records of flag signals sent in international Morse code. Entered chronologically. (Rarely, official.) 9 x 11 vols., 2 in., in wooden box. Attic. (12)

430. RETURN AND RECORD OF PUBLIC PROPERTY, July 1, 1917 - June 30, 1930; June 30, 1934 to date. Forms 2569 and 2571, annual inventories of supplies, equipment, apparatus, amounts received, quantities expended, and balances. Entered chronologically. (Yearly, official.) 10 x 13 booklets and 10 x 12 loose-leaf books, 9 in., in wooden box and on desk. Attic and 1st floor. (13, 3)

431. ROUGH LOG, July 15, 1925 - Jan. 6, 1936; May 23, 1936 to date. Forms 2115 and 2116, records of observations by tower watch, sea conditions, dates, time of watches, number and types of passing vessels, unusual happenings, and signatures of lookouts. Entered chronologically. (Records prior to Jan. 6, 1936, rarely; subsequent records, daily; official.) 8 x 11 (11) and 8 x 10 vols., 2 ft. 7 in., in wooden box and on desk. Bindings broken. Attic and 1st floor. (9, 4)

432. HARBOR VESSEL LOG, Jan. 9, 1931 - May 9, 1932. Form 2619, record of daily activities of station picket boat: weather, sea conditions, number of miles cruised, quantity of gas and oil consumed, number of crew, and navigation data. Entered chronologically. (Rarely, official.) 9 x 11 vols., 4 in., in wooden box. Attic. (11)

MARSHFIELD

BRANT ROCK STATION

This station was established about 1894. It still occupies the original building, which comprises a boathouse, lookout tower, and living quarters. Its records appear to be intact from the date of establishment. All of the older records have been collected and stored neatly on the floor of an unfurnished closet on the second floor; they consist chiefly of old station log books, lookout tower rough logs, and discontinued records. Active material is safely maintained in a modern four drawer cabinet in the office. Unless otherwise noted, records are filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. For other records, see Provincetown.

433. WRECK REPORTS, Aug. 27, 1894 to date. Form 1806, accounts of wrecks occurring in the vicinity of station: name, flag, type of vessel assisted, number of crew, quantity and description of cargo. Entered chronologically. (Rarely, official.) 9 x 14 vols., 2 in., on floor. Closet, 2d floor. (7)

434. JOURNAL AND LOG, Jan. 3, 1897 - Feb. 16, 1934; Sept. 1, 1934 to date. Forms 1808 and 2622, records of daily activities and observations: weather, sea conditions, important happenings, vessels sighted, names and hours of duty of patrols and watches. Entered chronologically. (Daily, official.) 8 x 14 and 8½ x 14 vols., 6 ft. 2 in., on floor, and in desk. Closet, 2d floor and Office, 1st floor. (2, 19)

435. PROPERTY RETURNS, May 31, 1904 to date. Perpetual inventory of supplies, equipment, apparatus: date, amount received, quantity expended, and balance. (Records prior to June 30, 1922, never used; subsequent records, daily; official.) 9¾ x 12 vols. and 8 x 11½ loose-leaf book, 10 in., on floor and on desk. Closet, 2d floor and Office, 1st floor. (4, 3)

436. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1, 1915 - Sept. 30, 1918. Obsolete records of proficiency ratings of surfmen in various drills, and general condition of station and equipment. Entered chronologically. (Never.) 8 x 10½ vol., ¾ in., on floor. Closet, 2d floor. (6)

437. PERSONNEL RECORDS, Apr. 1, 1917 - June 30, 1935. Records relating to present and former enlisted men: conduct, health, salary records, examinations, promotions, demotions, furloughs, leaves of absence, and similar matters. (Records prior to Nov. 6, 1934 never; subsequent records, daily; official.) 9 x 12 folders, 2 ft. 1 in., on floor of closet and in drawer of metal filing case. Closet, 2d floor and Office, 1st floor. (1, 18)

438. COMMANDER'S REPORT, May 1, 1917 - Mar. 31, 1919. Discontinued reports to Commander of District 1: number, type, description of vessels sighted, and time of passing. (Never.) 9 x 12 folders, 1 ft. 11 in., on floor. Closet, 2d floor. (14)

439. SITES, Aug. 10, 1918 - May 2, 1927. Mimeographed instructions, correspondence, periodic reports concerning use of land belonging to other Federal agencies; also, records of station property used for other than Coast Guard purposes. (Daily, official.) 9 x 12 folders, 4 in., in drawer of filing case. Office. (5)

440. LOOKOUT LOG, Aug. 19, 1918 - Feb. 16, 1936. Records of daily observations and activities of lookouts: weather, sea conditions, record of passing vessels, important happenings, name and time of duty of man on watch. Entered chronologically. (Weekly, official.) Variously sized vols. (40), 2 ft. 9½ in., on floor of closet and on desk. Closet, 2d floor, and Office, 1st floor. (12, 18)

441. CONSTRUCTION AND REPAIRS, HULL DIVISION, May 23, 1923 - Jan. 23, 1936. Mimeographed memoranda and correspondence concerning repairs to station, boats, boathouse, equipment, upkeep of grounds, repairs to water and sanitary systems. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. Office. (11)

442. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, MEMORANDUM COPY, June 1, 1926 - July 31, 1928. Handwritten memoranda for pay roll purposes: name, rating, rate of pay of men at station; duration of service; allowances for rent and quarters; deductions for various reasons. Entered chronologically. (Rarely, official.) 8 x 10 vol., 1 in., on desk. Office. (17)

443. LEGAL, May 2, 1927 to date. Mostly mimeographed bulletins relevant to opinions, decisions, regulations of boards of inquiry; also, memoranda concerning investigations of loss of life, property, etc. (Daily, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. Office. (20)

444. ACCOUNTS, Jan. 1, 1929 - July 1, 1934. Mimeographed memoranda, bulletins, reports concerning expenditures for food, fuel, transportation, communications, salaries; also, information on allotments, allowances, and deductions. (Daily, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. Office. (21)

445. SERVICE RECORD, May 2, 1929 to date. Detailed service records of men stationed here: name, age, physical description, birthplace, date of enlistment, name of next to kin, photograph, and fingerprints. (Daily, official.) 9 x 12 folders, 1 ft. 7 in., in drawer of wooden filing case. Office. (15)

446. ADMINISTRATION, Mar. 1952 - Feb. 15, 1955. Mostly mimeographed instructions on miscellaneous administrative matters, operation of boat, and tests of station equipment. (Daily, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. Office. (22)

447. OPERATIONS, Mar. 21, 1952 to date. Mimeographed instructions and memoranda concerning, primarily, maintenance of property and equipment; also, sample reports showing method of reporting accidents to boats, pleasure crafts, and equipment. (Daily, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. Office. (9)

448. COMMUNICATIONS, Sept. 21, 1932 - Jan. 5, 1936. Mimeographed memoranda and instructions concerning maintenance and use of telephone, telegraph, and radio apparatus; also, correspondence and periodic reports on condition and use of telephone equipment. (Daily, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. Office. (13)

449. LIFE SAVING MEDALS, Oct. 11, 1952 - Feb. 27, 1953. Mimeographed bulletins, memoranda, instructions concerning qualifications and applications for life saving medals; also, correspondence concerning replacement of lost medals. (Rarely, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. Office. (8)

450. EQUIPMENT AND SUPPLIES, Jan. 15, 1934 - Dec. 10, 1935. Mimeographed instructions and periodic station reports concerning storage and disposition of provisions, requisitions for miscellaneous supplies, and loans and transfers of equipment to other stations. (Daily, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. Office. (10)

NAHANT

NAHANT STATION

This station has occupied the present quarters since its establishment in 1900. The building serves as an office, boathouse, watch tower, and dormitory. The records, the earliest of which date from the year of establishment, are well cared for and readily accessible.

451. RECORDS OF ENLISTED MEN, Aug. 3, 1900 to date. Enlistment applications, transfers, records of meritorious service, and medical reports. Filed chronologically. (Daily, official.) 8½ x 10 folders, 3 ft. 5 in., on wooden shelf. Attic. (3)

452. LOG, Sept. 8, 1900 to date. Form 2622, record of daily activities and observations, weather, sea conditions, important happenings, names, and hours of duty of patrols and watches. Entered chronologically. (Daily, official.) 8½ x 14 vols. (66), 6 ft. 8 in., on 2 wooden shelves. Attic. (7)

453. RECORD OF BOATS BOARDED, 1918 to date. Form 2106, record of names of vessels boarded and examined. Entered chronologically. (Rarely, official.) 5 x 8 vols., 1 in., on wooden shelf. Attic. (4)

454. REPORT OF ASSISTANCE RENDERED, Sept. 9, 1919 to date. Form 2625, record of aid rendered to vessels in distress showing: name, tonnage of vessel, port of departure, destination, date, cause of mishap, and number of lives lost and saved. Arranged chronologically. (Daily, official.) 8 x 10½ papers, 6 in., on wooden shelf. Attic. (5)

455. GENERAL RECORDS, July 8, 1931 to date. Records concerning administrative and legal affairs, repairs and construction of boats, engine repairs, supplies, requisitions, etc. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 8½ x 10 folders, 2 ft., in drawer of wooden filing case. SW. side, 2d floor. (6)

456. REPORT ON OPERATION OF MOTOR VEHICLES, Apr. 30, 1932 to date. Form 2639, record of cost of operation and upkeep of motor vehicles. Filed chronologically. (Daily, official.) 8 x 10½ papers, 1 in., on wooden shelf. Attic. (1)

457. PROPERTY RECORD, July 1, 1932 to date. Form 2571, annual inventory of supplies and equipment, showing amount received, expended, and balance. Entered chronologically. (Daily, official.) 9 x 11 loose-leaf books, 3 in., in drawer of wooden filing case. SW. side, 2d floor. (2)

NANTUCKET

COSKATA STATION, NO. 45

The Coskata Station was established Jan. 17, 1884. Current records are in good condition and are conveniently filed on first floor. Older records, stored openly in the attic, are in very poor condition.

458. LETTERS RECEIVED, July 14, 1902 - June 1, 1923. Correspondence from division and district offices of Treasury Department concerning administrative policy of station. Entered chronologically. (Never.) 9 x 11 vols. (6), 1 ft., in wooden box. Damaged by vermin, dirty, torn. Attic. (37)

459. LETTERS SENT, Sept. 12, 1918 - June 2, 1923. Copies of letters to district and division offices. Entered chronologically. (Never.) 9 x 11 vols., 5¾ in., in wooden box. Dirty. Attic. (39)

460. GENERAL CORRESPONDENCE, 1931 to date. Incoming and outgoing correspondence on all matters except administration. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of wooden filing case. 1st floor. (27)

Personnel

461. CERTIFICATES FOR ORIGINAL EMPLOYMENT, Nov. 23, 1901 - Dec. 3, 1914. Form 327, showing names, addresses and examination grades of eligibles, forwarded by district office upon request for additional men. Filed chronologically. (Never.) 3½ x 7½ loose forms, ¾ in., in wooden box. Attic. (70)

462. PERSONNEL RECORDS, 1915 - 1927; 1932 to date. Forms 2500C and 2525, records of character, ability, physical fitness of employees; also, correspondence concerning personnel. Filed alphabetically. (Weekly, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 1 ft. 2 in., in wooden box and in drawer of wooden filing case. Attic and Office, 1st floor. (44, 38)

463. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1915 - June 1917; Nov. 1919 - June 1921. Form 2602, records of proficiency ratings of surfmen in various drills; also, remarks on general condition of station. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols., $1\frac{1}{2}$ in., in wooden box. Attic. (73)

464. MUSTER ROLLS, Mar. 1916 - June 1928. Form 2507, showing name, citizenship, ranking, rating of employee, date of enlistment, number of days worked each month, and duration of service. Filed chronologically. (Monthly, official.) 9 x $11\frac{1}{2}$ folders, 1 in., in wooden box. Attic. (41)

Finance and Accounting

465. PROPERTY RETURNS, Apr. 30, 1894 - May 31, 1915; June 30, 1916 - June 30, 1930. Forms 1832 and 2569, showing account of supplies and equipment, quantity on hand at beginning of year, amount received, amount expended, and balance on hand. Arranged chronologically. (Never.) $8\frac{1}{2}$ x $10\frac{1}{2}$ vols., and $9\frac{1}{4}$ x $11\frac{3}{4}$ pamphlets, 7 in., in wooden box. Dirty, bindings broken. Attic. (43, 72)

466. RECORD OF GOODS RECEIVED AND EXPENDITURES, June 13, 1900 - Dec. 31, 1915. Record of supplies received, date of purchase, and quantity used. Entered alphabetically. (Never.) $8\frac{1}{2}$ x 11 vols., 1 in., in wooden box. Papers torn, bindings broken. Attic. (42)

467. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Aug. 1915 - July 1918. Form 2671a, showing name, rank or rating of employee, number of years in service, number of days present, amount of ration allotment, total deductions, rate and amount of pay. Filed chronologically. (Never.) $3\frac{1}{2}$ x 8 loose folded forms, $2\frac{3}{4}$ in., in wooden box. Dusty. Attic. (74)

468. PROPERTY RECORD, Sept. 2, 1919 - Sept. 9, 1936. Inventory of supplies and equipment on hand, indicating amount received and amount used. Arranged chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 loose-leaf books, $4\frac{1}{2}$ in., on wooden desk. Scattered. Office, 1st floor. (19)

Function

469. WRECK REPORTS, COPIES, Nov. 28, 1883 - Mar. 29, 1915. Form 1806, record of assistance rendered to wrecked vessels: name of vessel, port of departure, destination, cause of mishap, nature of cargo, and number of lives lost and saved. Entered chronologically. (Yearly, official.) $8\frac{1}{2}$ x $13\frac{3}{4}$ vols., 2 in., in wooden desk. Bindings broken. Office, 1st floor. (30)

470. JOURNAL AND LOG, Jan. 17, 1884 to date. Forms 1808 and 2622, daily records of station routine, weather, sea conditions, important happenings, names, hours of duty of patrols and watches. Entered chronologically. (Monthly, official.) 8½ x 14 vols. (75), 7 ft. 5 in., on wooden shelf, and in wooden cupboard. Damaged by vermin, bindings broken. Attic and Office, 1st floor. (71, 56, 59)

471. REPORTS OF ASSISTANCE RENDERED, June 16, 1915 - Apr. 25, 1932; July 19, 1932 - June 5, 1936. Form 2625, record of aid given to those in distress, showing name of vessel or persons aided, date, location, cause of mishap and kind of aid rendered, number of lives lost and saved, and weather conditions. Arranged chronologically. (Monthly, official.) 8 x 10½ loose forms, 3¾ in., in wooden box and in drawer of wooden filing case. Attic and Office, 1st floor. (35, 60)

472. ROUGH LOG, June 24, 1935 to date. Records of observations by men on watch, weather, sea conditions, names of passing vessels, other important happenings, signatures of watches. Entered chronologically. (Daily, official.) 8½ x 10 vols., 2½ in., in wooden desk. Office, 1st floor. (106)

MADDAKET STATION, NO. 47

This station was known as Great Neck Station until July 1902, when its name was changed to Maddaquet. In February 1911 the name was again changed to Maddaket. In general, its records are in fair condition and no authority has been given for their disposal.

Maddaket acts as custodian for the records of the discontinued Surfside and Muskeget stations.

Correspondence

473. LETTERS, June 23 - Oct. 6, 1908; Feb. 3, 1915 - Oct. 26, 1918. Correspondence with district office and Washington headquarters. Entered chronologically. (Never.) 9 x 11¾ vols. (2), 7½ in., on wooden shelf in closet. Bindings broken. Storeroom, 2d floor. (105)

474. GENERAL FILE, 1918 to date. Miscellaneous correspondence and bulletins concerning administrative policy; also, circular letters, requisitions, vouchers, pay rolls, muster rolls, drill reports, etc. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Older records, rarely; later records, weekly; official.) 9 x 12 folders and envelopes, 6 ft. 6 in., on desk and in 4 drawers of wooden filing case. Storeroom, 2d floor and Office, 1st floor. (102, 103)

475. ENLISTMENT CONTRACT AND RECORD, 1915 - 1921. Form 2500, showing name, address, medical certificate, oath of allegiance of serviceman, name of next of kin, date and place of birth, and date of enlistment. (Never.) 8½ x 11 loose forms, 1 in., piled on floor. Dirty. Storeroom, 2d floor. (68)

476. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1915 - Nov. 1923. Records of proficiency ratings of surfmen in various drills; general condition of station and equipment. Entered chronologically. (Never.) 8 x 10½ vols., 2 in., on floor. Dusty. Storeroom, 2d floor. (88)

Finance and Accounting

477. PROPERTY RETURNS AND RECORDS, Apr. 30, 1895 - May 31, 1914; May 31, 1915 to date. Form 2571A, inventory of supplies, equipment, and apparatus, showing date, amount received, quantity expended, and balance on hand. Entered chronologically. (Older records, never; later records, weekly; official.) 8 x 10½ vols., 9½ x 12 pamphlets and 8½ x 10½ loose-leaf books, 11½ in., on floor and in drawers of metal and wooden filing cases. Dirty. Storeroom, 2d floor and Office, 1st floor. (81, 85, 47)

478. PAY ROLLS OF OFFICERS AND ENLISTED MEN, Oct. 1918 - Oct. 1934. Form 2672B, showing name, rating of employee, amount of subsistence allotment, total pay, and deductions. Entered chronologically. (Never.) 8 x 10 vols., 2¼ in., on floor and in drawer of wooden desk. Office, 1st floor. (89, 90)

Function

479. WRECK REPORTS, COPIES, July 29, 1888 - Dec. 19, 1916. Form 1806, record of assistance rendered to wrecked vessels, showing name, tonnage, kind of cargo, port of departure, port of destination, name of master, number of men in crew, date, cause of mishap, and number of lives lost and saved. Entered chronologically. (Yearly, official.) 8½ x 14 vols., 1 in., on floor. Bindings broken. Storeroom, 2d floor. (53)

480. JOURNAL AND LOG, Mar. 10, 1891 to date. Forms 1808 and 2622, records of station routine, showing weather, sea conditions, important events, names and hours of duty of patrols and watches. Entered chronologically. (Records prior to July 1, 1936, never; subsequent records, daily; official.) 9 x 14 vols., 7 ft. 9 in., on floor and on wooden table. Storeroom, 2d floor and Office, 1st floor. (67, 61, 50)

481. REPORTS OF ASSISTANCE RENDERED, Aug. 26, 1916 - May 25, 1936. Form 2625, showing name, tonnage, port of origin, port of destination of vessel aided, date and cause of mishap, names of persons aided, and number of lives lost and saved. Filed chronologically. (Weekly, official.) 9 x 12 folders, 2½ in., in drawer of metal and wooden filing cases. Office, 1st floor. (51)

482. RECORDS OF SIGNALS RECEIVED AND SENT, Apr. 19, 1917 - Sept. 2, 1925. Records of messages sent in signal drills showing names of senders, signal interpretations and dates; also, records of receipts of drill messages with similar information. Entered chronologically. (Never.) 8 x 10½ vols., 5 in., on floor. Storeroom, 2d floor. (82, 96)

483. ROUGH LOG, Oct. 16, 1926 - Nov. 13, 1936. Records of observations by lookouts, dates, time of watches, names of passing vessels, unusual events sighted, and names of lookouts. Entered chronologically. (Never.) Some bindings broken, torn, dirty. 8 x 10½ vols., 2 ft. 11 in., on floor, and on wooden shelf. Storeroom, 1st floor. (78, 54)

Records of Muskeget Station No. 48

The Muskeget Station was operating as early as Feb. 1883. It ceased to function in Oct. 1929. The records have been transferred to Maddaket Station, where they are deposited for the most part in the storeroom on the second floor. In general, they are in poor condition.

Correspondence

484. LETTERS, Nov. 20, 1906 - Nov. 11, 1922. Correspondence and circular letters from Washington headquarters, district, and division offices. (Never.) 9 x 11 vols., 1 ft. 2 in., on floor. Dirty, torn, bindings broken. Storeroom, 2d floor. (65)

485. LETTERS, 1918 - 1929. Circular letters and correspondence from district and division offices; also, muster rolls, requisitions, pay vouchers, and accounts of repairs on station. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Never.) 9½ x 12 envelopes and 9 x 11½ folders, 1 ft., in 3 drawers of wooden desk. Storeroom, 2d floor. (56)

Personnel

486. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1915 - Oct. 1923. Records of proficiency ratings of surfmen in various drills; also, remarks on general condition of station and equipment. Entered chronologically. (Never.) 8 x 10½ vols., 1¼ in., on floor. Storeroom, 2d floor. (94)

487. PERSONNEL RECORDS, Feb. 1918 - Apr. 1928. Records of character, ability, physical fitness of personnel; also, correspondence concerning personnel. (Never.) 9 x 12 folders, 2½ in., in drawer of wooden filing case. Storeroom, 2d floor. (93)

Finance and Accounting

488. RECEIPTS AND EXPENDITURES OF PROPERTY, Feb. 10, 1883 - Dec. 1, 1915. Records of supplies and equipment received and expended monthly. Entered chronologically. (Never.) 8½ x 11 and 8 x 10½ vols., 2¼ in., on floor. Bindings broken. Storeroom, 2d floor. (84)

489. PROPERTY RETURNS, Apr. 30, 1898 - May 31, 1902; June 30, 1916 - June 30, 1929. Form 2571A, inventory of supplies, equipment, and apparatus, description and condition of property; amount received and expended, and balance. Entered chronologically. (Never.) 8½ x 10½

vols. and loose-leaf books, $3\frac{1}{4}$ in., on floor, and in metal and wooden filing cases. Storeroom, 2d floor and Office, 1st floor. (97, 46)

490. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - Sept. 1929. Salaries of personnel, showing name, rating of employee, amount of subsistence allotment, total pay, and deductions. Entered chronologically. (Never.) 8 x 10 vols., $2\frac{1}{4}$ in., on floor. Storeroom, 2d floor. (92)

Function

491. WRECK REPORTS, COPIES, May 6, 1883 - Dec. 9, 1915. Form 1806, record of assistance rendered to wrecked vessels, showing name, tonnage of vessel, date, cause of wreck, kind, amount of cargo, port of origin, destination, name of master, number of men in crew, and number of lives lost and saved. Entered chronologically. (Never.) $8\frac{1}{2}$ x 14 vols., $1\frac{3}{4}$ in., on floor. Torn, bindings broken. Storeroom, 2d floor. (80)

492. JOURNAL AND LOG, Mar. 31, 1889 - Oct. 31, 1929. Forms 1808 and 2622, records of daily station routine, weather, sea conditions, names, hours of duty of watches and patrols, and accounts of assistance rendered. Entered chronologically. (Never.) 9 x 14 vols., 5 ft. 5 in., on floor. Dirty, bindings broken. Storeroom, 2d floor. (55, 64)

Records of Surfside Station, No. 46

In 1921 the Surfside Station ceased operating. Its records are in the second floor storeroom of the Maddaket Station; although most of them are piled on the floor, in general, they are in fair condition.

Personnel

493. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1915 - Sept. 1919. Records of proficiency ratings of surfmen in various drills; also, remarks on general condition of station and equipment. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols., $\frac{3}{4}$ in., on floor. Storeroom, 2d floor. (83)

Finance and Accounting

494. PROPERTY RETURNS, June 30, 1883 - June 30, 1887; Apr. 1, 1893 - May 31, 1902; May 1, 1907 - May 31, 1915; June 30, 1916 - June 30, 1921. Forms 1832 and 2569, inventory of supplies and apparatus, description of property, amount received and expended, balance remaining, and remarks on condition (duplicates). Arranged chronologically. (Never.) $8\frac{1}{2}$ x $10\frac{1}{2}$ vols., and $9\frac{1}{2}$ x 12 pamphlets, $4\frac{3}{4}$ in., on floor. Dirty. Storeroom, 2d floor. (87, 95)

495. RECEIPTS AND EXPENDITURES, Dec. 1894 - Dec. 1908. Record of supplies and equipment purchased: giving date, quantity received, and amount used monthly. Entered chronologically. (Never.) $8\frac{1}{2}$ x 11 vols., 1 in., on floor. Storeroom, 2d floor. (86)

496. PAY AND PERSONNEL RECORD, Feb. 1918 - Apr. 1921. Form 2677, showing name, rating, leave record of employee, date of current enlistment, duration of service, rate, amount of pay, amount of deductions for insurance, war risks, forfeits, amount of pay transferred and signature of pay officer. (Never.) 5 x 8 cards, 1 in., in desk. Storeroom, 2d floor. (104)

497. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - June 1921. Record of salaries paid to personnel, showing name, rating of employee, amount of subsistence allotment, rate, amount of pay, deductions for forfeits, insurance, and war risks. Entered chronologically. (Never.) 8 x 10 vol., $\frac{3}{4}$ in., on floor. Storeroom, 2d floor. (91)

Function

498. JOURNAL, Dec. 1, 1874 - July 31, 1915. Form 1808, record of daily station routine, weather, sea conditions, names and hours of duty of patrols and lookouts, condition of apparatus and station, and accounts of assistance rendered. Entered chronologically. (Never.) 9 x 14 vols. (38), 4 ft. 4 in., on floor. Storeroom, 2d floor. (48)

499. WRECK REPORTS, COPIES, Apr. 1, 1879 - Dec. 19, 1918. Form 1806, record of assistance rendered to wrecked vessels, showing name, tonnage of vessel, amount, kind of cargo, port of origin, destination, name of master, number of men in crew, date, cause of wreck, number of lives lost and saved, and kind of assistance rendered. Entered chronologically. (Never.) $8\frac{1}{2}$ x 14 vol., 1 in., on floor. Bindings broken. Storeroom, 2d floor. (79)

500. REPORTS OF ASSISTANCE RENDERED, Aug. 28, 1916 - Sept. 10, 1921. Form 2625, showing name, description of person or vessel aided, date, cause of mishap, number of lives saved and lost, and kind of assistance given. Arranged chronologically. (Never.) 8 x $10\frac{1}{2}$ forms and $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, $1\frac{1}{4}$ in., on floor and in wooden desk. Storeroom, 2d floor. (49, 77)

Miscellaneous

501. MISCELLANEOUS PAPERS, 1918 - 1921. Forms 2500 and 2507, record of correspondence, circular letters, enlistment records, and muster rolls. (Never.) 8 x 11 envelopes, 1 in., on floor. Dirty. Storeroom, 2d floor. (69)

NEW BEDFORD

Records in custody of Deputy Collector of Customs

502. MUSTER AND PAY ROLL RECORD, AND WEEKLY REPORTS FROM REVENUE CUTTERS ATTACHED TO PORT OF NEW BEDFORD, May 1, 1832 - Dec. 31, 1834.

Name of revenue cutter, names and titles of crew, period covered, amount, cruising radius, and log reports. See addenda for further details. Entered chronologically. (Never.) Variously sized vols. and bundles, 4 in., on closet shelf. Damaged by water, careless handling, faulty containers; brittle, dirty, torn, bindings broken. R. 2. (360)

503. CORRESPONDENCE REGARDING REVENUE CUTTER SERVICE, Apr. 27, 1833 - Dec. 31, 1837; Jan. 1 - June 18, 1839. Regarding activities of revenue cutters Malone, Jackson, and Hamilton. Arranged chronologically. (Never.) $3\frac{1}{2}$ x 8 bundles, $1\frac{1}{4}$ in., in cabinet. Discolored by age. R. 6. (980)

504. CONTRACTS FOR COAL, RATIONS, AND WATER FOR REVENUE CUTTER SERVICE, May 2 - Dec. 31, 1833; 1835; 1895 - 1896; 1898 - June 30, 1906. Form 1427, proposals for coal; Forms 70, 1426 and 1429, proposals on rations; Contract Form 56, contracts for coal; Form 61, contracts for rations; description of commodity, price; Bond Forms 6 and 1430, name of principal and surety; consideration of bond, obligation, and oath of bondsman. Arranged chronologically. (Never.) $3\frac{1}{2}$ x $8\frac{1}{4}$ bundle, $1\frac{1}{4}$ in., in cabinet. Dirty. R. 6. (866)

505. LETTERS FROM COLLECTOR TO COMMANDER OF REVENUE CUTTER McLANE, COPIES, May 21, 1833 - June 30, 1846. General correspondence; also, an account of disbursements to the McLane and Hamilton. Entered chronologically. (Never.) $8\frac{1}{4}$ x $13\frac{1}{2}$ vol., $\frac{3}{4}$ in., in cabinet. Dirty. R. 6. (983)

506. HEARING ON CHARGES PREFERRED BY LT. GABRIEL O'BRIEN AGAINST EZEKIEL JONES, LATE COMMANDER REVENUE CUTTER McLANE, AS HELD BY LEMUEL WILLIAMS, COLLECTOR, Dec. 25, 1833. Report on hearings on charges brought, eight in number; testimony and cross examination of witnesses; also, correspondence with witnesses; and other pertinent correspondence. (Never.) $2\frac{1}{4}$ x $8\frac{1}{2}$ roll, $2\frac{1}{4}$ in., on wooden shelf. Damaged by careless handling, faulty containers; brittle, dirty. R. 2. (415)

507. WEEKLY REPORT, REVENUE CUTTER McLANE, 1834 - 1839. Weekly report to Collector of Customs at New Bedford. (Rarely, public.) $3\frac{1}{4}$ x 8 bundles, $11\frac{3}{4}$ in., on steel shelf. Brittle, dirty, torn. 2d alcove, 5th stack floor. (1374)

508. WEEKLY REPORT OF REVENUE CUTTER McLANE AND CONTRACTS FOR MEAT AND VEGETABLES, 1834 - 1840. Contracts to supply fresh meat and vegetables, name of contractor, and period covered; reports, daily weather conditions, activities of crew, lists of discharges and reshipments of seamen; and weekly reports from Dec. 30, 1839. Entered chronologically. (Never.) $3\frac{1}{4}$ x 8 bundles, $1\frac{1}{4}$ in., in cabinet. R. 4. (535)

509. PAY ROLLS FOR OFFICERS AND CREW OF REVENUE CUTTER McLANE, 1838 - 1839. Officers' quarterly pay rolls; showing name and rank of officer, pay period, rate of compensation per year, amount for current quarter, net amount payable for current quarter, and signature of officer; also, monthly pay roll for crew including names, rank, compensation, amounts due for liquor equivalent, total amount due for pay, and signatures of crew members. See addenda for further particulars. (Rarely, public.) $3\frac{1}{2}$ x $8\frac{1}{2}$ and 5 x 11 bundles, $3\frac{3}{4}$ in., on steel shelf. Brittle, dirty, torn. 2d alcove, 5th stack floor. (1373, 1398)

510. CORRESPONDENCE REGARDING REVENUE BOAT, Jan. 14 - Dec. 31, 1841; Jan. 1, 1843 - Mar. 7, 1900. Letters from the Secretary of the Treasury to the Collector of Customs pertaining to repairs, replacements, and upkeep of revenue boat. Arranged chronologically. (Never.) $3\frac{1}{2}$ x 8 bundles, $3\frac{1}{2}$ in., in cabinet. Brittle, dirty. R. 6. (885)

511. EXTRACT FROM THE JOURNAL OF THE REVENUE SCHOONER HAMILTON, May 1846. Daily account of activities, weather conditions, vessels boarded, damage caused by stormy weather, estimated cost of repairs, and requisitions for coal and wood. Name of this schooner later changed to Pedro Varela and licensed for the whaling trade. (Never.) $3\frac{3}{4}$ x $8\frac{1}{2}$ bundle, $\frac{1}{2}$ in., in cabinet. Torn. R. 6. (841)

512. ABSTRACT OF DISBURSEMENTS ON ACCOUNT OF REVENUE BOAT, 1856 - 1857; 1859. (Rarely, public.) $3\frac{1}{2}$ x $8\frac{1}{4}$ bundle, 1 in., on steel shelf. Dirty. 4th alcove, 5th stack floor. (1470)

513. MATTERS PERTAINING TO REVENUE CUTTERS IN THIS DISTRICT, 1861 - 1869. Journals, inventories, muster rolls, and pay rolls of revenue cutters Agassiz, Varina, and Antietam; list of desertions; copies of requisitions for supplies, contract for building a revenue cutter; also, an abstract statement, and disbursement account. (Rarely, public.) 5 x 11 bundles, 1 ft. $11\frac{1}{4}$ in., on steel shelf. Dirty. 1st alcove, 5th stack floor. (1473)

514. MISCELLANEOUS PAPERS, REVENUE CUTTER AGGASIZ, ATTACHED TO THE PORT OF NEW BEDFORD AND UNDER THE JURISDICTION OF COLLECTOR, 1864. Reports from commanding officer of cutter to Collector of Customs; also, description and inventory of ship, muster roll, estimate of proposals for rations, and weekly transcript of journal. (Never.) $3\frac{1}{4}$ x $8\frac{1}{2}$ bundles, $1\frac{1}{2}$ in., on wooden shelf. Dirty. R. 2. (359)

515. OATHS OF OFFICE, REVENUE MARINE SERVICE, June 11, 1866 - Dec. 31, 1867; 1870; 1874; 1877; 1879; 1881; 1885; 1886; 1888; Jan. 1 - Jan. 24, 1890. Forms 11, 110, 1006, and 1006a, indicating services required of personnel; also, name of appointee, classification, rating, and date of oath. Filed chronologically. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ bundles, $\frac{3}{4}$ in., in cabinet. R. 6. (1112)

516. JOURNAL OF REVENUE BOAT, Jan. 1 - Dec. 16, 1867; Mar. 2 - Apr. 29, 1869; Mar. 3, 1870 - Oct. 9, 1871. Diary of a boatman aboard an unarmed revenue cutter. See addenda for excerpts. Entered chronologically. (Never.) 7 x 8½ vol., 1 in., on wooden shelf. R. 2. (880)

517. REVENUE CUTTER SERVICE, 1870 - 1878. Records of expenditures for revenue boats, pay rolls of officers and crews, requisitions for supplies, etc. (Rarely, public.) 4 x 10 bundles, 1 ft. 4 in., on steel shelf. Dirty. 2d alcove, 5th stack floor. (1557)

518. TRANSCRIPT OF LOG OF REVENUE CUTTER ACTIVE, 1871 - Jan. 6, 1872. Daily meteorological entries, activities of ship, crew ration distribution, vessels boarded, and seizures, with signatures of watch officers. Entered chronologically. (Never.) 3 x 8 sheets, in wooden cabinet. Brittle. R. 4. (1122)

519. BANK CHECK STUBS, REVENUE CUTTER ACCOUNT, Dec. 3, 1872 - June 11, 1877; Jan. 10, 1910 - June 30, 1913. Stubs of canceled checks. Entered chronologically. (Never.) 9½ x 13½ (2) and 8 x 11¾ (1) vols., 3½ in., on wooden shelf. Dirty. R. 2. (335)

520. RECORD OF SUPPLIES FURNISHED REVENUE MARINE SERVICE, June 30, 1879 - Apr. 25, 1885. Entered chronologically. (Never.) 10½ x 16 vol., 1¼ in., on wooden shelf. Dirty, bindings broken. R. 2. (314)

521. JOURNAL OF THE REVENUE BARK S.P. CHASE, Mar. 23, 1883 - Dec. 30, 1884. Original log written by officer of the day. Entered chronologically. (Never.) 10½ x 17 vols. (2), 2½ in., on closet shelf. Dirty. R. 2. (321)

522. LIFE SAVING SERVICE REPORTS, 1884. Reports to the Collector of Customs on wrecks and casualties to vessels, including account of loss of life. (Rarely, public.) 3½ x 8 bundle, ½ in., on steel shelf. Dirty. 3d alcove, 5th stack floor. (1588)

523. REVENUE MARINE RELATING TO BARK S.P. CHASE, REVENUE CUTTER SERVICE, 1884. Correspondence pertaining to pay roll of officers and crew, supplies, and repairs; also vouchers. (Rarely, public.) 4 x 9½ bundles, 1 ft. 7 in., on steel shelf. Dirty. 5th stack floor. (1596)

524. NOTICE OF ALLOTMENT, May 24, 1888. Form RM1, notice of allotment issued in accordance with order of Captain D.B. Hodgsdon, of the Revenue Marine Service, authorizing payment to his wife of a certain sum monthly from his compensation; also, reply of the Collector of Customs. (Never.) 3½ x 8 sheets, in cabinet. R. 6. (877)

525. CORRESPONDENCE WITH SUPERINTENDENT OF LIFE SAVING SERVICE, 1890; 1895 - 1896. Correspondence and reports pertaining to wrecks. (Rarely, public.) 3½ x 8¼ bundle, ¾ in., on steel shelf. Dirty. 4th alcove, 5th stack floor. (1242)

526. PAY ROLLS OF OFFICERS AND CREW, REVENUE BARK S.P. CHASE, Apr. 1 - Nov. 30, 1894. Form 2017, pay roll; Cat. 220, statement of expenditure; Cat. 107, vouchers for services; also, letters concerning transmittal of allotments to officers' wives. (Rarely, public.) 4 x 8 bundles, $1\frac{1}{2}$ in., on steel shelf. Dirty. 4th alcove, 5th stack floor. (1219)

527. REPORT OF VESSELS BOARDED AND EXAMINED BY REVENUE CUTTER DEXTER, 1895. Form 2022. (Rarely, public.) 4 x $8\frac{1}{4}$ bundles, $2\frac{1}{2}$ in., on steel shelf. Dirty. 4th alcove, 5th stack floor. (1217)

528. CORRESPONDENCE RELATING TO THE REVENUE CUTTER DEXTER, 1895 - 1899. Correspondence on standard forms. (Rarely, public.) $3\frac{1}{2}$ x 8 bundle, $\frac{1}{2}$ in., on steel shelf. Brittle, dirty. 4th alcove, 5th stack floor. (1244)

529. STATEMENT OF EXPENDITURES OF REVENUE CUTTER SERVICE, REVENUE CUTTER ACUSHNET, Jan. 1885 - Dec. 1897; Jan. 1, 1908 - Jan. 31, 1918; Oct. 1, 1919 - Apr. 30, 1920; July 1 - Dec. 30, 1920; June 1922. Forms 2018, 2017, $2019\frac{1}{2}$, 2019, $2019\frac{1}{2}$b, 2006, 2005, 2007, 400, and 220, and Pay Roll Form 2671A, monthly statements: pay rolls of officers and crews, vouchers for allotments, commutation of quarters, rations and supplies, subsistence bills, and engineer stores. Some arranged chronologically. (Never.) $3\frac{1}{2}$ x 8 bundles, 4 ft. 1 in., in closet and in cabinet. Dirty. R. 4. (523, 524)

530. REVENUE CUTTER SERVICE CONTRACTS, 1897; 1907; 1909; 1913. Contracts for rations and coal for revenue cutter Dexter; also, quaranty bonds with signatures of parties. Arranged chronologically. (Never.) 4 x 8 bundle, $1\frac{1}{2}$ in., on wooden shelf in cabinet. Dirty. R. 6. (968)

531. RETURN OF VESSELS BOARDED AND EXAMINED, Jan. 9, 1897 - Dec. 4, 1902. Form 2022, weekly boarding reports of revenue cutter Dexter: position of vessel examined at beginning of day, date, nationality, rig, names of vessel and master, last port of call, destination, nature of cargo, and remarks. Arranged chronologically. (Never.) $3\frac{1}{2}$ x 8 bundles, $9\frac{1}{2}$ in., on wooden shelf in cabinet. Dirty. R. 6. (872)

532. ABSTRACT OF EXPENDITURES ON ACCOUNT OF REVENUE MARINE SERVICE, Apr. 1, 1897 - Sept. 31, 1913. Form 106, records of monthly expenditures: dates of payments, names of payees, nature of expenditures, total amounts, and monthly balances. Entered chronologically. (Never.) $8\frac{3}{4}$ x $13\frac{1}{2}$ vol., $\frac{3}{4}$ in., on wooden shelf in cabinet. Hallway, 2d floor. (1065)

533. LETTER FROM COMMANDER OF REVENUE CUTTER BEAR, Aug. 26, 1898. Letter mailed at St. Michael, Alaska, from the commander of the Bear concerning receipts for supplies he had deposited on the whaling bark Belvidere immured during 1898 in arctic ice. (Never.) $3\frac{1}{2}$ x 8 sheet, on wooden shelf in cabinet. R. 6. (878)

534. ACCOUNT CURRENT ON ACCOUNT OF EXPENSES OF REVENUE MARINE VESSELS, Dec. 21, 1905 - Sept. 31, 1908. Cat. 361, records of amounts received from Treasury Department and disbursed on account of Revenue Cutter Service. Entered chronologically. (Never.) 9 x 14 vols., $1\frac{1}{2}$ in., in cabinet. Hallway, 2d floor. (863)

535. RECORD OF ACCOUNTS CURRENT, Oct. 21, 1910 - Oct. 18, 1922. Cat. 4943, monthly record of debits and credits to account of special disbursing agent, for Revenue Cutter Service; also, statement of money on hand, amount of outstanding checks, and balance on hand. Entered chronologically. (Occasionally, official.) $8\frac{1}{2}$ x $13\frac{3}{4}$ vols., 1 in., in cabinet. R. 5. (1012)

536. SCHEDULE OF PAY ROLLS AND PUBLIC VOUCHERS, Sept. 1, 1913 - Sept. 30, 1932. Cat. 4995B, schedule of pay rolls of revenue cutters and coast guard boats: voucher and authorization number, name of payee, amount paid, adjustments, and class symbols. Entered chronologically. (Occasionally, official.) $8\frac{1}{4}$ x $10\frac{3}{4}$ vols. (2), $1\frac{1}{4}$ in., in wooden cabinet. R. 5. (1073)

537. COAST GUARD PAY ROLL VOUCHERS, Jan. - June 1921; Oct. 1, 1921 - Sept. 30, 1922. Memorandum Copy Form 2671A, coast guard pay roll vouchers; Pay Voucher Form 2361, for personal services and commutations as paid through the Collector of the port of New Bedford; Form 2662, certificates of commissioned or warrant officer claiming commutation of quarters, light and heat while performing sea duty; also, statement of estimates for monthly requirements. (Never.) 4 x 8 bundle, 8 in. Dirty. Attic. (493)

NEWBURYPORT

MERRIMACK RIVER STATION
Plum Island

This agency was established in 1874 for the purpose of aiding those endangered by marine disasters. The boatswain-in-charge reports to District 1 office, Custom House, Boston. The attic in which the older records are stored is not fireproof, is not ventilated, and in summer is excessively hot. The current records are kept in the office in modern containers and are in good condition.

538. JOURNAL AND LOG, Dec. 1, 1874 - Feb. 6, 1914; July 3, 1915 to date. Discontinued Forms 1808 and 2622, daily records of events. Entered chronologically. (Older records, rarely; later records, daily; official.) 8 x 12 and 8 x 14 vols. (96), 11 ft. 4 in., in wooden box and on wooden shelf. Attic and SE. side, 1st floor. (48, 64, 61)

539. PROPERTY RETURNS AND RECORDS, COPIES, June 30, 1883 - July 1, 1914; Sept. 7, 1934 to date. Discontinued Forms 1832 and 2571, records of all property. Filed chronologically. (Older records, rarely; later records, monthly; official.) 8 x 11 vols. (9), and loose-leaf books, 2 ft., in wooden box and on desk. Attic and SE. side, 1st floor. (50, 57)

540. WRECK REPORTS, COPIES, Sept. 27, 1883 - Aug. 8, 1915. Discontinued Life Saving Service Form 1806. Entered chronologically. (Seldom, official.) 8 x 12 vols. (7), 7 in., in wooden box. Attic. (60)

541. RECORD OF RECEIPTS AND EXPENDITURES, Jan. 1, 1892 - Jan. 1, 1905. Discontinued Form 1824, record of property received and of money expended for supplies. Entered chronologically. (Rarely, official.) 8 x 10 vols. (3), 6 in., in wooden box. Bindings broken. Attic. (63)

542. CORRESPONDENCE, Nov. 3, 1892 to date. Filed chronologically. (Daily, official.) 8 x 10½ bundles and 8 x 11 folders, 17 ft. 11 in., in wooden box and in 4 drawers of wooden filing case. Attic and SE. side, 1st floor. (49, 55)

543. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1, 1915 - Dec. 31, 1923. Discontinued Form 2602, showing efficiency ratings, merits, and demerits. Entered chronologically. (Rarely, official.) 8 x 9 vols., 4 in., in wooden box. Attic. (47)

544. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Nov. 1, 1918 - Nov. 30, 1932. Form 2672B. Entered chronologically. (Rarely, official.) 7 x 10 vol., 6 in., in wooden box. Attic. (56)

545. ROUGH LOG, Nov. 2, 1931 - May 15, 1935. Form 2115, a daily record of events recorded by the man on watch. Entered chronologically. (Rarely, official.) 8 x 10 vols. (8), 7 in., in wooden box. Attic. (62)

546. HARBOR VESSEL LOG, Oct. 15, 1934 to date. Form 2619, daily record of activities of picket boat. Entered chronologically. (Daily, official.) 8 x 10 vol., 4 in., on wooden shelf. SE. side, 1st floor. (59)

547. TRUCK LOG, Jan. 6, 1936 to date. Form 2106, daily record of activities of truck assigned to this station, including hours worked, and mileage covered. Arranged chronologically. (Daily, official.) 5 x 8 booklet, 1 in., in truck. SE. side, 1st floor. (58)

NORTH SCITUATE

NORTH SCITUATE STATION
Surfside Road

This agency was established in 1887 to aid those in distress within the vicinity of the station. The boatswain-in-charge reports to the headquarters of District 1, Custom House, Boston. The older records, stored in a blind attic and a room on the 2d floor, are inaccessible, not protected against fire, dirty, and not properly arranged; current records are in good condition and properly maintained in the office on the 1st floor. The function of the station is to maintain shore and sea look-outs for vessels in distress, to cooperate with other Coast Guard units in rescue work, and to board and search ships and boats in the enforcement of contraband laws.

548. RECORD OF RECEIPTS AND EXPENDITURES OF PROPERTY, Jan. 25, 1887 - Dec. 22, 1920. Record of station equipment and material received and used. Entered chronologically. (Never.) 9 x 11 vol., 1 in., in wooden box. Bindings broken. Attic. (11)

549. JOURNAL AND LOG, Mar. 1, 1887 to date. Daily records of surf and weather conditions, patrols, watches, types of ships passing, and general condition of station. Entered chronologically. (Older records, never; later records, daily; official.) 9 x 11 and 9 x 14 vols. (90), 8 ft. 5 in., in wooden box and on wooden shelf, and on desk. Attic, storeroom, 2d floor, Office, 1st floor. (10, 4, 2, 23)

550. WRECK REPORTS, May 28, 1887 - Aug. 14, 1917. Reports on vessels in distress, detailing nature of difficulties. Entered chronologically. (Never.) $8\frac{1}{2}$ x $13\frac{3}{4}$ vols. (2), 2 in., in wooden box. Attic. (7)

551. PROPERTY RETURNS, Apr. 30, 1895 - June 30, 1919. Annual inventory of property made yearly on May 31. Entered chronologically. (Never.) $9\frac{3}{4}$ x $11\frac{1}{4}$ vols. (9), 5 in., in wooden box. Attic. (21)

552. CORRESPONDENCE, Aug. 6, 1906 - July 1, 1921. Communications with other stations of district. Entered chronologically. (Never.) 9 x 11 vols. (6), 1 ft. 9 in., in wooden box. Attic. (13)

553. PAY ROLLS OF OFFICERS AND ENLISTED MEN, Oct. 11, 1918 - Apr. 30, 1932. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols. (7), 8 in., in wooden box. Attic. (20)

554. MISCELLANEOUS PAPERS, 1918 - 1935. Vouchers, requisitions, invoices, station statements, records of quarterly marks for enlisted men, applications for leave, expenses, medical reports, personnel lists, bills of lading, various forms pertaining to operation of station. (Never.) Piles of loose sheets, 28 ft., on floor. Damaged by careless handling, dirty, torn, scattered. Attic. (22)

555. RECEIPTS AND EXPENDITURES, June 10, 1919 - Feb. 26, 1929. Record of goods received and used. (Rarely, official.) 8 x 10½ vol., 1½ in., on wooden shelf. Storeroom, 2d floor. (18)

556. LEDGER, Jan. 1, 1921 - Aug. 31, 1927. Single entry ledger of station expenditures. Entered chronologically. (Never.) 6 x 9 vol., 1½ in., in wooden box. Attic. (16)

557. ORDERS, Apr. 14, 1921 - May 1, 1930. Orders and instructions from District Commander. Entered chronologically. (Never.) 10 x 15 vols. (15), 1 ft. 6 in., in wooden box. Attic. (12)

558. REPORT ON ASSISTANCE RENDERED, Feb. 7, 1922 - Jan. 23, 1934. Correspondence and reports concerning assistance given ships and persons in distress; amounts charged for services rendered, life saving methods used, time and dates of rescues. (Rarely, official.) 9 x 12 folders, 1 in., on wooden shelf. Storeroom, 2d floor. (30)

559. LOOKOUT TOWER LOG, Sept. 28, 1922 - July 30, 1933. Detailed report of observations, listing weather and surf conditions, and passing of ships. Entered chronologically. (Never.) 9 x 12½ vols. (20), 3 ft. 2 in., in wooden box. Attic. (9)

560. PERSONNEL, Jan. 24, 1924 to date. Correspondence relating to complements, compensations, muster rolls, enlistments, appointments, benefits, medical treatments, and absences. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. Office, 1st floor. (26)

561. CONDUCT RECORDS, Oct. 7, 1924 - Dec. 28, 1929. Records of misdemeanors of men at station, or on leave. Entered chronologically. (Rarely, official.) 5 x 8 vol., 1 in., on wooden shelf. Storeroom, 2d floor. (14)

562. LOG OF CABIN PICKET BOAT 2360, Jan. 23, 1926 - Aug. 31, 1927. Entered chronologically. (Never.) 8 x 10½ vol., 1 in., in wooden box. Attic. (15)

563. LOG, Sept. 1, 1929 - May 11, 1930. Record of daily surf and weather conditions, passing boats, and of usual and unusual occurrences at station. Entered chronologically. (Never.) 8½ x 10½ vols. (4), 6 in., on wooden shelf. Storeroom, 2d floor. (8)

564. LOG OF TOWER WATCH, May 8, 1930 - Sept. 11, 1935. Reports on weather and surf conditions, and ships passing station. Entered chronologically. (Never.) 7½ x 10½ vol., 2 in., on wooden shelf. Dirty, torn, bindings broken, ink faded. Storeroom, 2d floor. (28)

565. HARBOR VESSEL LOG, July 22, 1931 - Apr. 14, 1934. Reports on navigation data of harbor vessels; records of various daily occurrences at station. Entered chronologically. (Never.) 8 x 10½ vol., 7½ in., on wooden shelf. Storeroom, 2d floor. (32)

566. ASSISTANCE RECORDS, Apr. 7, 1932 - May 6, 1936. Records of weather and surf conditions, names of boats in distress which were aided, time of rescues, and names of men in patrol boat. (Rarely, official.) 7½ x 10½ vol., 4 in., on wooden shelf. Storeroom, 2d floor. (31)

567. COMMUNICATIONS, July 13, 1932 to date. Correspondence concerning improper use and delay in transmission of communications, and calls of radio stations. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 3½ in., in drawer of wooden filing case. Office, 1st floor. (25)

568. LEGAL, Feb. 13, 1933 to date. Correspondence on opinions, regulations, courts, sites, rentals, and other legal matters relative to Coast Guard Service. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Weekly, official.) 8 x 12 folders, 3 in., in drawer of wooden filing case. Office, 1st floor. (6)

569. BEACH PATROL LOG ON LAW ENFORCEMENT, Feb. 18, 1933 - Mar. 7, 1935. Records of men on law enforcement duty during Prohibition period, and thereafter; referring to boarding and searching of vessels suspected of liquor law violations. Entered chronologically. (Rarely, official.) 8 x 10½ vol., 1 in., on wooden shelf. Storeroom, 2d floor. (33)

570. SERVICE RECORDS, June 30, 1934 to date. Correspondence relative to service records of men now quartered at station. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 8 in., in drawer of wooden filing case. Office, 1st floor. (17)

571. TELEPHONE LOG, July 1, 1934 - May 30, 1935. Records of station telephone calls, received and sent: call charges, number called, persons calling and answering, and whether made by personnel or by an official.) (Rarely, official.) 9 x 12 folders, 4 in., on wooden shelf. Storeroom, 2d floor. (29)

572. CONSTRUCTION AND REPAIRS, MACHINERY, July 30, 1934 to date. Correspondence pertaining to construction and repairs on ships at this station. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 8 x 12 folders, 3 in., in drawer of wooden filing case. Office, 1st floor. (5)

573. ADMINISTRATION, July 30, 1934 to date. Records relating to tests, inquiries, experiments, and benevolences. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 8 x 12 folders, 3 in., in drawer of wooden filing case. Office, 1st floor. (1)

574. EQUIPMENT AND SUPPLIES, Aug. 6, 1934 to date. Correspondence relating to distribution, storage, and dispostions of property to and from other government departments. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. Office, 1st floor. (19)

575. OPERATIONS OF UNITS OF SERVICE, Oct. 6, 1934 to date. Correspondence concerning care of property and equipment, collisions of boats and accidents to boats or property; assistance rendered to vessels, persons, and property; inspections, and complaints against service or station. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. Office, 1st floor. (27)

576. MESS BILLS, Nov. 1, 1934 - Feb. 29, 1936. Reports on the cost of food. (Rarely, official.) 9 x 11 covers, 8 in., on wooden shelf. Storeroom, 2d floor. (24)

577. CONSTRUCTION AND REPAIRS, HULL DIVISION, May 24, 1935 to date. Reports on construction and repairs on stations, buildings, boathouses, water supply, drill mast, bridge, target ranges, grounds, and sanitation. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. Office, 1st floor. (3)

NORTH TRURO

HIGHLAND STATION

This agency was established to aid those in distress within the vicinity of the station. The present building was erected in 1932, at which time the former building was converted into a boathouse. Reports are sent to District 3 office at Wakefield, Rhode Island, incorporated with the district report which is sent to the Boston division office and eventually forwarded to Washington office. Records are in good condition, kept in modern equipment, and accessible.

578. WRECK REPORTS, COPIES, Dec. 25, 1872 - Nov. 16, 1921. Reports on wrecks in which assistance was rendered by this station, showing date, names of vessel and master, port sailed from, where bound, and detailed report of assistance rendered. See addenda for verbatim reports of certain unusual wrecks. Entered chronologically. (Never.) 8 x 12½ vols. (2), 2 in., in closed cupboard. SE. room, 1st floor. (57)

579. RECEIPTS OF PUBLIC PROPERTY, Feb. 28, 1873 - Dec. 27, 1921. Records of supplies and equipment received, showing date and quantity. Entered chronologically. Indexed. (Never.) 8½ x 13½ vol., 1 in., on open wooden shelf. Attic. (34)

580. JOURNAL AND LOG, Mar. 22, 1873 to date. Form 2622, records of weather conditions, patrols, events, and duties of the day. Entered chronologically. (1873 - July 13, 1935, never; July 14, 1935 to date, daily; official.) 8 x 12½ vols., 9 ft. 1 in., on open wooden shelves and on top of filing cabinet. Attic and SE. room, 1st floor. (22, 23, 30)

581. PROPERTY RETURNS, Apr. 1, 1880 - July 20, 1930. Inventory of all supplies and equipment. Entered chronologically. (Never.) 8 x 10½ and 9 x 12 vols. and 9½ x 12 pamphlets, 6½ in., on open wooden shelf. Attic. (36, 26)

582. LETTER BOX, July 1, 1903 - Dec. 26, 1912. General correspondence pertaining to new rules, regulations, or changes, of the Coast Guard Service. (Never.) 9½ x 11½ covers, 3 in., on open wooden shelf. Attic. (38)

583. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1915 - Apr. 1922. Form 2602, showing name of each employee with marks of proficiency in various drills. Entered chronologically. (Never.) 8 x 10½ vols. (2), 1¼ in., on open wooden shelf. Attic. (39)

584. GENERAL CORRESPONDENCE, July 13, 1917 to date. Correspondence and forms pertaining to business and duties. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (1917 - June 30, 1933, never; July 1, 1934 to date, daily; official.) 9 x 12 and 9½ x 12 folders and envelopes, 5 ft. 7 in., on open wooden shelf and in 2 drawers of wooden filing cases. Attic and SE. room, 1st floor. (40, 32)

585. ROUGH LOG, Aug. 24, 1918 to date. Watch logs showing dates, time of passing vessels, and other events sighted. Entered chronologically. (1918 - Mar. 2, 1936, never; Mar. 3, 1936 to date, daily; official.) 8 x 10½ and 11 x 16 vols., 3 ft. 6 in., on open wooden shelf and on wooden filing cabinet. 1918 - Mar. 2, 1936, dirty, torn, and bindings broken. SE. room, 1st floor. (31, 35)

586. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - Mar. 1929; Dec. 30, 1935 to date. Showing name, rating, monthly amount of pay, credits and deductions. Entered chronologically. (1918 - 1929, never; 1935 to date, monthly; official.) 8 x 10½ vols., 2¼ in., on open wooden shelf and on top of desk. Attic and SE. room, 1st floor. (27, 33)

587. BULLETINS, Oct. 24, 1919 - Mar. 3, 1925. Bulletins pertaining to rules, regulations, and business of the agency. Filed chronologically. (Never.) 8 x 10 bundles (2), 7½ in., on open wooden shelf. Attic. (41)

588. RECEIPTS AND EXPENDITURES, Nov. 4, 1921 - Dec. 12, 1929; Apr. 20, 1932 to date. Form 2571, showing date, quantity of supplies and equipment received, unit price, total cost and balance on hand. Entered chronologically. Indexed. (1921 - 1929, never; 1932 to date, yearly; official.) 8 x 10½ vols. (3), and 9 x 11 loose-leaf books, 7½ in., on open wooden shelf and on top of desk. Attic and SE. room, 1st floor. (42, 25)

589. PERSONNEL, Dec. 5, 1926 to date. Personnel records with pertinent correspondence. Filed alphabetically. (Frequently, official.) 9½ x 12 folders, 7 in., in drawer of wooden filing case. SE. room, 1st floor. (29)

590. CLOTHING, Sept. 19, 1934 to date. Record of clothing ordered by men, showing name of employee, description of article, quantity, and cost. Entered chronologically. (Frequently, official.) 8 x 10½ vol., ¾ in., on top of desk. SE. room, 1st floor. (37)

591. MESSAGES RECEIVED, June 18, 1936 to date. Records of messages, showing time, from whom received, and transcript of messages. Entered chronologically. (Frequently, official.) 8 x 10½ vols. (2), 2 in., on top of wooden file cabinet. Ink faded. SE. room, 1st floor. (28)

High Head Station Records

592. PROPERTY RETURNS, May 31, 1912 - June 30, 1925. Inventory of supplies and equipment at the discontinued High Head Station. Arranged chronologically. (Never.) 9½ x 12 pamphlets, 3½ in., on open wooden shelf. Attic. (24)

ORLEANS

EAST ORLEANS STATION, NO. 40

This agency was established in 1873 to aid those in distress at sea, on the beach, and within harbors. The present building was erected in 1934, about 20 ft. from the site of the old station. The boatswain-in-charge makes reports to District 3 Office, Wakefield, Rhode Island, and these reports are incorporated and forwarded to the Boston division office and eventually sent to the Washington office. The older records are stored in the attic and those in current use in the office; all are in good condition and accessible.

593. JOURNAL, Dec. 1, 1873 - Apr. 30, 1881; Dec. 24, 1882 - July 31, 1915. Records of weather conditions, patrols, and events of the day. Entered chronologically. (Never.) $8\frac{3}{4}$ x 14 vols. (37), 4 ft. 4 in., on floor. Attic. (2)

594. WRECK REPORTS, COPIES, June 18, 1884 - Jan. 10, 1917. Record of marine casualties, showing name, nationality, rig, tonnage, cause of disaster, damage, lives saved or lost, weather conditions, etc. Entered chronologically. (Rarely, official.) $8\frac{1}{2}$ x 14 vols., 2 in., in wooden cabinet. E. room, 1st floor. (6)

595. LOG, Aug. 1, 1915 to date. Form 2622, record of daily weather conditions, patrols, drills, duties performed, and events of the day. Entered chronologically. (Older records, never; current records, daily; official.) $8\frac{3}{4}$ x 14 vols., 4 ft. 5 in., on floor and on desk. Attic and E. room, 1st floor. (7, 8)

596. PROPERTY RETURN, July 1, 1921 - July 1, 1936. Inventory of supplies and equipment, listing amount on hand, amounts received and used during period, balance on hand, and remarks. (Older records filed chronologically; current records filed alphabetically; rarely, official.) $8\frac{1}{2}$ x $19\frac{3}{4}$ loose-leaf books and $9\frac{1}{4}$ x $11\frac{3}{4}$ booklets, 5 in., in wooden cabinet. E. room, 1st floor. (3)

597. CORRESPONDENCE, Dec. 1924 to date. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Frequently, official.) 9 x $11\frac{3}{4}$ folders, 1 ft. 8 in., in 2 drawers of wooden filing case. E. room, 1st floor. (4)

598. PERSONNEL, 1927 to date. Correspondence and forms relative to station employees. Filed alphabetically. (Rarely, official.) 9 x $11\frac{3}{4}$ folders, 1 ft. 2 in., in drawer of wooden filing case. E. room, 1st floor. (5)

599. ROUGH LOG, May 25, 1934 to date. Records of weather conditions, passing vessels, and events sighted from watchtower, also, time of watches. Entered chronologically. (Daily, official.) $7\frac{3}{4}$ x $10\frac{1}{2}$ and $10\frac{1}{4}$ x 16 vols., 3 in., in wooden cabinet. Bindings broken. E. room, 1st floor. (9)

PLYMOUTH

GURNET STATION
Lower End of Duxbury Beach

This agency was established about 1874 on Sequish Head for the purpose of aiding those in distress on the beach, at sea, and in harbors. On the erection of the present station in 1899, the original station was destroyed. The boatswain-in-charge reports to the commanding officer of District 1. The older records are stored in a closet on

the 2d floor; current records are in good condition, safely kept in modern equipment and accessible in an office on the 1st floor.

600. JOURNAL AND LOG, Dec. 1, 1874 to date. Records of names of station personnel, chronological records of marine disasters, barometer and thermometer readings, weather conditions, vessels and aircraft sighted, drills, patrols, lookouts, usual and unusual events about the station. Entered chronologically. (Daily, official.) 9 x 14 and $8\frac{3}{4}$ x 14 vols., 8 ft. $5\frac{3}{4}$ in., in wooden box and on desk. Closet, 2d floor and Office, 1st floor. (127, 133)

601. WRECK REPORTS, Sept. 2, 1883 - Sept. 22, 1918. Reports showing type of boat wrecked, location, value, men rescued, lives and property lost, equipment used, and complete description of rescue or salvage. Entered chronologically. (Never.) 9 x 14 vols. (9), 9 in., in wooden box. Closet, 2d floor. (188)

602. PROPERTY RETURN, Dec. 18, 1891 - Mar. 12, 1932. Record of all property, material, supplies, and equipment received and expended. Entered chronologically. (Never.) Variously sized vols. (21), 1 ft. $3\frac{1}{2}$ in., in wooden box. Closet, 2d floor. (138)

603. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1915 - Jan. 1922. Form 2602, proficiency records of surfmen, and general condition of station. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols. (2), $1\frac{1}{4}$ in., in wooden box. Closet, 2d floor. (187)

604. LOOKOUT LOGS, Aug. 24, 1918 - Mar. 6, 1935; May 10, 1936 to date. Lookout records of passing vessels; also Form 2116, records of all passing aircraft and watercraft with identifying names and numbers. Entered chronologically. (Older records, never; current records, rarely; official.) Variously sized vols., 2 ft. $\frac{3}{4}$ in., in wooden box and on wooden shelf. Closet, 2d floor and Office, 1st floor. (105, 112)

605. CORRESPONDENCE, Feb. 3, 1922 to date. Reports relative to failure to mark dial, neglect of duty, and punishment imposed. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Rarely, official.) 9 x 12 folders, 1 ft., in wooden box. Closet, 2d floor. (130)

606. PERSONNEL, May 23, 1922 - Feb. 24, 1932. Muster roll, compensations, allowances, privileges, and absences. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Rarely, official.) 9 x 12 folders, 1 ft., in wooden box. Closet, 2d floor. (106)

607. SERVICE RECORDS, Jan. 19, 1923 to date. Fingerprints, health records, diplomas, and past service records of men. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in wooden box and in drawer of wooden filing case. Closet, 2d floor and Office, 1st floor. (137, 121)

608. QUARTERLY REPORT OF VESSELS BOARDED AND EXAMINED, June 30, 1923 - Sept. 30, 1925. Reports of vessels seized or reported for violations of motor or anchorage laws, and fines incurred. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Rarely, official.) 9 x 12 folders, 1 in., in wooden box. Closet, 2d floor. (145)

609. MONTHLY REPORTS, Jan. 1, 1924 - June 30, 1928. Records of proficiency ratings of men, and general condition of station. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Rarely, official.) 9 x 12 folders, 4 in., in wooden box. Closet, 2d floor. (128)

610. REQUISITIONS, Apr. 22, 1925 - Mar. 12, 1926. Requisitions for supplies. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Rarely, official.) 9 x 12 folders, 2 in., in wooden box. Closet, 2d floor. (197)

611. PROPERTY RETURN, PICKET BOAT, 2362, July 1, 1925 - June 30, 1927. Form 2569, record of material, supplies, property, and equipment received, expended, and on hand; notes on final disposition of same. Entered chronologically. (Rarely, official.) $9\frac{1}{4}$ x $11\frac{3}{4}$ vols. (2), $\frac{1}{2}$ in., in desk. Office, 1st floor. (135)

612. PROPERTY RETURN, July 1, 1925 - June 30, 1929. Record of all material, supplies, property, and equipment received, expended, and on hand, and final disposition of same. Entered chronologically. (Rarely, official.) $9\frac{1}{4}$ x $11\frac{3}{4}$ vols. (4), 1 in., in desk. Office, 1st floor. (134)

613. PAY ROLLS OF OFFICERS AND ENLISTED MEN, May 1, 1926 - June 30, 1928. Discontinued Form 2672-B, record of base pay and allowances. Entered chronologically. (Never.) 8 x $10\frac{3}{4}$ vol., $\frac{3}{4}$ in., in wooden box. Closet, 2d floor. (141)

614. LOG OF PICKET BOAT 2362, Jan. 1, 1927 - Sept. 14, 1931. Record of daily operations. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ (2) and $8\frac{1}{2}$ x 14 vols. (1), 2 ft. $4\frac{3}{4}$ in., on floor. Closet, 2d floor. (104)

615. OPERATIONS, Aug. 2, 1927 to date. Station and watch bills; instructions for operations of units or equipment, handling of boats, care of property and equipment, collisions and accidents to boats or property. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. Office, 1st floor. (183)

616. PERSONNEL ACCOUNTS, Jan. 9, 1928 - Oct. 17, 1934. Reports on pay roll allotments, allowances, costs of transportation, loss and damage claims, and payment of claims. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. Office, 1st floor. (170)

617. RECORDS AND CORRESPONDENCE, Apr. 21, 1928 - Sept. 22, 1930. Contain information on the causes of damages and bills for repairs to picket boat 2362 and motor surf boat 3061. Filed according to the Rules for Handling Mail and Files at the Units of the United States Coast Guard. (Rarely, official.) 9 x 12 folders, 3 in., in closed wooden box. Closet, 2d floor. (120)

618. CONSTRUCTION AND REPAIRS, July 7, 1928 - Dec. 20, 1935. Reports on repairs to the station, boathouses, water supply, drill mast, bridge, sanitation, and boats. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. Office, 1st floor. (144)

619. ORDNANCE, May 23, 1929 to date. Reports on infantry equipment, revolvers, rifles, guns, gas masks, life saving apparatus, draft animals, and miscellaneous equipment. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. Office, 1st floor. (180)

620. OUTFIT, Dec. 11, 1929 to date. Reports on furniture, bedding, mess equipment, and household supplies. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. Office, 1st floor. (136)

621. BENEVOLENCES, Dec. 13, 1929 - Feb. 1[illegible], 1934. Reports relative to inquiries into needs of destitute persons, supplies for them, cash donations, gifts to individuals in recognition of their services, and money sent to benevolent associations. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 2½ in., in drawer of wooden filing case. Office, 1st floor. (109)

622. PERSONNEL STORES, Mar. 1, 1930 - Oct. 9, 1935. Reports on rations, clothing, nautical instruments, charts, maps, flags, and bunting. Filed according to the Rules for Handling Mail and Files at the Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. Office, 1st floor. (149)

623. PAY, PERSONNEL, AND CLOTHING RECORD, Sept. 1, 1930 - Sept. 16, 1934. Record showing rate of pay, ration allowance, clothing allotment, rank, and service dates of each individual. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Rarely, official.) 5 x 8 cards, 5½ in., in drawer of card cabinet. Office, 1st floor. (129)

624. COMMUNICATIONS, Sept. 2, 1931 - Mar. 8, 1935. Communications concerning code calls of vessels or stations, construction and repair of lines and instruments, rental of telephone service, and inspection of lines. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. Office, 1st floor. (142)

625. INFORMATION, INQUIRIES AND REQUESTS FOR, May 25, 1932 - Jan. 22, 1935. Reports on methods of operation of boats and apparatus, sources of supply of such equipment, and opinions on merit of sources. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. Office, 1st floor. (122)

626. PROPERTY RECORD, July 1, 1932 to date. Perpetual inventory of all property. Arranged numerically. (Monthly, official.) 9 x 11 loose-leaf books, 4½ in., in drawer of wooden filing case. Office, 1st floor. (131)

627. LEGAL, Aug. 23, 1932 - Dec. 12, 1935. Reports relative to opinions, decisions, interpretations of law, investigations of loss of life in wrecks, deck courts, transportation and confinement of prisoners, the use or occupation of service property for other than service purposes. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 2½ in., in drawer of wooden filing case. Office, 1st floor. (114)

628. EQUIPMENT AND SUPPLIES, Aug. 23, 1932 to date. Reports on storage and disposition of provisions, transfer of property between coast guard units, the board of survey, and the condemnation and disposal of any service property except station buildings. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. Office, 1st floor. (110)

629. CONDUCT RECORD, June 1, 1933 - Jan. 15, 1936. Entered chronologically. (Daily, official.) 8 x 10½ vol., 1 in., on desk. Office, 1st floor. (132)

630. ASSISTANCE RENDERED, July 7, 1935 to date. Records of wrecks, fires, floods, derelicts, care of bodies, personal effects, and protection of bathers and pleasure seekers. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 1½ in., in drawer of wooden filing case. Office, 1st floor. (151)

MANOMET POINT STATION

This agency was established to aid those in distress. The original buildings were sold in 1900, upon the erection of the present station. The boatswain-in-charge reports to the office of District 1. Older records stored in the attic are dirty, inaccessible, and exposed to excessive heat; current records, kept in the boatswain's office, are in good condition and accessible.

For other records, see Provincetown.

631. JOURNAL AND LOG, Feb. 8, 1891 - Oct. 31, 1935. Daily records of activities of station personnel, thermometer and barometer readings, velocity and wind directions, weather and tides, and statements of all events occurring in vicinity. Filed chronologically. (Rarely, official.) $8\frac{3}{4}$ x 14 vols. (56), 6 ft. $6\frac{1}{2}$ in., on 2 wooden shelves. Attic. (176)

632. PROPERTY RETURN, July 30, 1904 - July 30, 1930. Record of material, supplies, and equipment received, expended, and on hand at time of annual return. Entered alphabetically. (Rarely, official.) 8 x $10\frac{1}{2}$ vols. (20), $8\frac{7}{4}$ in., in wooden box. Damaged by faulty containers; dirty. Attic. (143)

633. PROPERTY RETURN, Feb. 13, 1913 - July 29, 1930. Record of all property, materials, and equipment received, expended, and on hand. Entered alphabetically. (Rarely, official.) $9\frac{3}{4}$ x $11\frac{3}{4}$ vols. (17), 5 in., in wooden box. Dirty. Attic. (162)

634. WRECK REPORTS, COPIES, Aug. 1, 1914 - Oct. 13, 1932. Reports giving name, nationality, tonnage, cause of disaster, extent of damage, time, weather, loss of life, etc., of all vessels involved in marine casualties. Entered chronologically. (Never.) 14 x $18\frac{3}{4}$ vol., $\frac{3}{4}$ in., on wooden shelf. Attic. (166)

635. REPORTS OF ASSISTANCE RENDERED, Aug. 5, 1915 - Jan. 22, 1925. Form 2625, including records of lives saved and property salvaged. (Rarely, official.) 8 x $10\frac{1}{2}$ loose papers, 3 in., in wooden box. Damaged by careless handling, faulty containers; dirty, Attic. (181)

636. MUSTER ROLL, Aug. 31, 1915 - June 30, 1932. Form 2507, monthly records. (Never.) $8\frac{1}{2}$ x $10\frac{1}{2}$ loose papers, 4 in., in wooden box. Damaged by careless handling, faulty containers; dirty. Attic. (202)

637. REPORT OF INSPECTION, Apr. 2, 1919 - Nov. 21, 1925. Form 2542, records of efficiency of personnel in beach apparatus, boat, signal, resuscitation and fire drills; reports on condition of all property and equipment at station. (Never.) 8 x $10\frac{1}{2}$ loose papers, $\frac{1}{2}$ in., in wooden box. Damaged by careless handling, faulty containers; torn, scattered. Attic. (203)

638. CONDUCT RECORD, July 1, 1919 to date. Entered chronologically. (Daily, official.) 8 x 10 vols., 1 in., on shelf of wooden bookcase. Office, 1st floor. (198)

639. CONFIDENTIAL, Oct. 25, 1919 - Apr. 1, 1929. Papers in sealed envelopes. (Rarely, official.) 9 x 12 envelopes, 3 in., in wooden box. Attic. (164)

640. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 31, 1919 - Oct. 31, 1934. Records showing rating, rate of pay, deductions, and net amount of pay check of each employee. Entered chronologically. (Never.) $8\frac{1}{4}$ x $10\frac{1}{2}$ vols., 3 in., in wooden box. Attic. (155)

641. PAY, CLOTHING, AND PERSONNEL RECORD, June 20, 1921 - Aug. 20, 1930. Records of personnel ratings, rates of pay, deductions for clothing, conduct and efficiency ratings, punishments and court martials. Entered chronologically. (Rarely, official.) $9\frac{1}{4}$ x 12 folders, 1 ft. 2 in., in wooden box. Attic. (200)

642. RECORD OF RECEIPTS AND EXPENDITURES, Jan. 18 - Dec. 19, 1923. List of articles ordered, received, and on hand, with price of each. Entered chronologically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ vols., 1 in., on shelf of wooden bookcase. Office, 1st floor. (199)

643. MONTHLY REPORTS, Jan. 31, 1924 - June 31, 1929. Form 2602, proficiency records of surfmen. (Rarely, official.) 8 x $10\frac{1}{2}$ loose papers and vol., $2\frac{3}{4}$ in., in open wooden box. Damaged by careless handling, faulty containers; dirty. Attic. (196)

644. REQUISITIONS, Mar. 1924 - Apr. 30, 1930. Requisitions for all supplies except food. (Never.) $8\frac{1}{2}$ x 11 loose papers, $2\frac{1}{2}$ in., in wooden box. Damaged by careless handling, faulty containers; torn, scattered. Attic. (161)

645. VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Apr. 4, 1924 - Nov. 30, 1934. Showing date, amount of money involved, list of purchases of materials and equipment, with transportation charges. Filed chronologically. (Rarely, official.) $9\frac{1}{4}$ x 12 folders, $6\frac{1}{2}$ in., in pasteboard box. Attic. (148)

646. TOWER WATCH, Mar. 3, 1925 - Aug. 1, 1935; Jan. 12, 1936 to date. Record of all air and watercraft passing station, time of passing, time of each watch, name of lookout on duty, telephone calls for assistance, notes on weather, and condition of equipment. Filed chronologically. (Older records, never; current records, daily; official.) Variously sized vols., bundles, loose-leaf books, and loose papers, 2 ft. $2\frac{3}{4}$ in., in wooden box and in wooden bookcase. Records prior to 1935 damaged by faulty containers; dirty, torn. Attic, 2d floor and Office, 1st floor. (150, 201)

647. SCHEDULE OF EXPENSES INCURRED UNDER GENERAL AUTHORITY, Aug. 1, 1925 - Oct. 31, 1935. Form 2691, schedule of expenses for clothing, fuel, water, outfits, and repairs to vessels. (Never.) 9 x 12 folders, 6 in., in wooden box. Damaged by careless handling, faulty containers; torn. Attic. (159)

648. CONSTRUCTION AND REPAIRS, HULL DIVISION, Sept. 16, 1925 - Jan. 10, 1936. Reports pertaining to repairs and construction of boathouses, water supply, drill mast, target range, and sanitation. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. Office of Officer-in-Charge. (172)

649. OPERATIONS, Mar. 18, 1926 to date. Reports concerning drills, instructions, inspections, and complaints against service and stations. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. Office, 1st floor. (139)

650. PURCHASE ORDER, INVOICE AND RECORD OF GASOLINE PURCHASES, June 20 - Oct. 27, 1930. Record of requisitions and invoices for gasoline purchased for truck and surfboat. Arranged chronologically. (Never.) 8½ x 11¾ bundles, 1¼ in., in wooden box. Attic. (190)

651. MONTHLY REPORT ON MACHINERY, June 30, 1930 - Dec. 31, 1934. Report of materials used, repairs made, and condition of power-driven surfboats. Filed chronologically. (Rarely, official.) 9 x 12¼ folders, 1 in., in pasteboard box. Attic. (147)

652. PERSONNEL, Mar. 21, 1931 to date. Report relative to complements, muster roll, compensation, benefits, and absence of men. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. Office, 1st floor. (140)

653. ACCOUNTS, Aug. 1, 1931 to date. Reports relative to pay rolls, allotments, and allowances. Filed according the the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. Office, 1st floor. (185)

654. RECORD OF PROPERTY RETURNS, May 5, 1932 to date. Perpetual inventory. Entered alphabetically. (Rarely, official.) 9 x 11½ loose-leaf books, 3 in., in wooden bookcase. Office, 1st floor. (160)

655. ADMINISTRATIVE, Nov. 15, 1932 - Nov. 15, 1934. Reports relative to operation of boats, tests, and experiments; also, reports on benevolences, including cash donations and gifts to individuals or units in recognition of service. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. Office, 1st floor. (177)

656. CORRESPONDENCE, Dec. 17, 1932 - Oct. 15, 1934. Copies of letters on various subjects. Filed alphabetically. (Rarely, official.) 9¼ x 12 folders and 9 x 15 scrap books, 1 ft. 5 in., in pasteboard box. Some dirty, sooty. Attic. (163)

657. LEGAL REPORTS, Nov. 11, 1933 - Jan. 1, 1935. Reports relative to opinions, decisions, and interpretations of law. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. Office, 1st floor. (158)

658. CONSTRUCTION AND REPAIRS, MACHINERY, Aug. 12, 1934 - Feb. 6, 1936. Reports on repairs of machinery on boats operated by this station. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 2½ in., in drawer of wooden filing case. Office, 1st floor. (156)

659. EQUIPMENT AND SUPPLIES, June 17, 1935 to date. Reports relative to distribution and storage of supplies and equipment, and transfer of property between units. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. Office, 1st floor. (186)

660. COMMUNICATIONS, Jan. 1, 1936 to date. Reports concerning construction, repairs, rentals, inspections, and complaints. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. Office, 1st floor. (268)

661. ROUGH LOG, May 25, 1936 to date. Record of number of air and watercraft passing station, time of passage, time and name of each lookout. Entered chronologically. (Daily, official.) 8 x 10½ vol., 1 in., on wooden shelf. Lookout Tower. (194)

PROVINCETOWN

WOOD END STATION, NO. 33

This agency was established in 1897 to aid those in distress within the vicinity of this station. Reports are sent to District 3 Office, Wakefield, Rhode Island, where they are incorporated and sent to the Boston district office, and eventually forwarded to the Washington office. Records are, on the whole, in good condition and carefully maintained, though a few of the books in the attic have been damaged by book worms.

662. SPECIFICATIONS AND DRAWINGS, 1896. Printed specifications and plans for the building of station. (Never.) 5¾ x 9 paper covered book, ½ in., in wooden box. Damaged by vermin, torn. Attic. (206)

663. RECORD OF RECEIPTS AND EXPENDITURES OF PROPERTY, Jan. 13, 1897 - Jan. 1, 1918. Form 1824, record of quantity of supplies and equipment. Entered chronologically. (Never.) 9 x 11¼ vols., 1¼ in., on floor. Attic. (386)

664. JOURNAL AND LOG, Jan. 13, 1897 to date. Forms 1808 and 2622, records of weather conditions, names of persons on duty, patrol, and lookout, and time, events of the day, and records of vessels sighted. Filed chronologically. (Older records, rarely; current records, daily; official.) 8½ x 14 vols., 6 ft. 11 in., in wooden box and on desk. Attic and NW. room, 1st floor. (205, 202, 203)

665. PROPERTY RETURN, Apr. 30, 1897 - June 30, 1919; July 1, 1920 - June 30, 1932. Forms 1832 and 2569, showing complete inventory of property. Filed chronologically and alphabetically. (Yearly, official.) 8 x 10½ book and 9½ x 12 pamphlets, 6¾ in., on floor and in cabinet. Attic and NW. room, 1st floor. (225, 218)

666. WRECK REPORTS, COPIES, Aug. 13, 1897 - Feb. 4, 1917. Form 1806, showing name, nationality, rig, tonnage, cause of disaster, extent of damage, loss of lives, etc., of all vessels involved in marine casualties. Entered chronologically. (Rarely, official.) 8½ x 14 vols. (4), 3 in., in wooden box. Attic. (204)

667. LETTERS FROM DISTRICT SUPERINTENDENT, Jan. 29, 1900 - Dec. 15, 1924. Correspondence relative to new regulations and confidential matters. Filed chronologically. (Never.) 9½ x 11 and 10 x 15 vols., 5 in., on floor. Attic. (220)

668. KEEPER'S MONTHLY REPORT, Aug. 1915 - Apr. 1922. Form 2602, showing proficiency of employees, and notations on general condition of station. Entered chronologically. (Never.) 8 x 10½ vols., 1 in., on floor. Attic. (384)

669. TELEPHONE, Jan. 4, 1916 - May 1, 1927. Form 2574, showing condition of telephones, repairs, and damages within this area, and bulletins and letters relative to service. Filed chronologically. (Never.) 9¼ x 11½ envelopes, ½ in., in wooden box. Torn. Attic. (379)

670. REPORTS, May 18, 1916 - Dec. 31, 1929. Forms 2602, 2593, 2507, and 2522, records of proficiency of surfmen, and general condition of station, reports of inspectors, monthly muster rolls, and medical reports. Arranged chronologically. (Never.) 8½ x 12 folders, 1½ in., in wooden box. Closet, 2d floor. (376)

671. GENERAL CORRESPONDENCE, 1917 - 1934. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Never.) Variously sized bundles, and envelopes, 1 ft., in 2 wooden boxes. Attic and closet, 2d floor. (381, 388)

672. RECORDS OF SIGNALS RECEIVED AND SENT, Apr. 17, 1917 - Jan. 15, 1926. Form 9622, for code signals received: showing name of receiver or sender, date, signal, and meaning of same. Entered chronologically. (Never.) 8 x 10½ vols. (2), 3 in., on floor. Attic. (217, 298)

673. ROUGH LOG, Aug. 23, 1918 - Nov. 30, 1935. Record of events of day, and passing ships sighted by lookout. Entered chronologically. (Rarely, official.) 8 x 10½ and 10 x 16 vols., 8 ft., on floor. Attic. (219)

674. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 31, 1918 - Feb. 27, 1926; Jan. 31 - Oct. 31, 1934. Form 2672-B, listing names, ranks or ratings of men, rates of pay, amounts due, deductions or credits, and remarks. Entered chronologically. (Never.) 8 x 10½ vol., ¾ in., on floor. Attic. (222)

675. PERSONNEL, 1919 - 1932. Records of former employees, pertinent correspondence. (Never.) 8½ x 11½ bundles, 5½ in., on floor. Attic. (385)

676. WEEKLY BULLETIN, Apr. 21, 1921 - Dec. 27, 1924. Letters relative to affairs of Coast Guard. Filed chronologically. (Never.) 8 x 11½ bundles, 6½ in., on wooden box. Attic. (382)

677. REQUISITIONS OR INVOICES, Aug. 24, 1923 - May 11, 1933. Form 2556, itemized requests for supplies, listing name and quantity of article, price, and quantity shipped. Arranged chronologically. (Never.) 9½ x 12 envelopes, 2½ in., in wooden box. Closet, 2d floor. (390)

678. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Nov. 1, 1923 - June 30, 1933. Form 1034-A, vouchers relative to payments for supplies; Form 2576-A, inventory listing balance of food or supplies on hand; Form 2691, schedule of expenses incurred for oil. Filed chronologically. (Never.) 9½ x 12 folders and envelopes, 3 in., in wooden box. Closet, 2d floor. (389)

679. ENLISTED PERSONNEL, "LISTED PERSONNEL", Nov. 8, 1923 to date. Records of employees, with related correspondence. Arranged alphabetically. (Frequently, official.) 8½ x 11½ folders, 1 ft. 6 in., in drawer of wooden filing case. NW. room, 1st floor. (221)

680. PROPERTY RECORD, May 2, 1924 to date. Form 2571, showing record of supplies and equipment: items on hand; amounts received and used during year. Filed chronologically. (Yearly, official.) 8¾ x 11 and 8¾ x 11¾ loose-leaf books, 7½ in., on desk and on wooden shelf. Closet, 2d floor and NW. room, 1st floor. (224, 223)

681. PERFORMANCE AND ENGINEERING EXPENSE, Dec. 1924 - Feb. 1935. Form 2621, monthly account of boats and automobiles: listing number of hours in operation per day; hours not in operation; miles travelled; amount of gasoline and oil used; costs; and repairs. Arranged chronologically. (Never.) 10 x 14 envelopes, 1 in., in wooden box. Closet, 2d floor. (377)

682. ASSISTANCE RENDERED, June 2, 1925 - June 30, 1935. Form 2625, indicating date, to whom rendered, lives lost, etc. Arranged chronologically. (Never.) $9\frac{1}{2}$ x 12 folders, envelopes, and loose forms, 9 in., in wooden box and in paper box. Closet, 2d floor. (378)

683. HARBOR VESSEL LOG, Jan. 21, 1926 - May 12, 1931; Aug. 22, 1932 to date. Form 2619, records of daily activities of picket boat 2339, showing men aboard, area patrolled, and remarks relative to events on patrol duty. Entered chronologically. (Older records, rarely; current records, frequently; official.) 8 x $10\frac{1}{2}$ and $8\frac{1}{2}$ x 14 vols., 1 ft. $1\frac{1}{2}$ in., on floor and on desk. Attic and NW. room, 1st floor. (201, 207)

684. CUSTOMS INFORMATION EXCHANGE, Apr. 15, 1927 - Nov. 19, 1928. Mimeographed letters to aid coast patrol with information on duties and smuggling, and advising them to watch for various vessels. Filed chronologically. (Never.) 8 x 10 bundles, $2\frac{1}{2}$ in., on wooden box. Attic. (387)

685. TELEPHONE LOG, Nov. 3, 1933 - Jan. 14, 1934. Record of calls, listing name of person making call, number or name of person called, and time of call. Entered chronologically. (Never.) $8\frac{1}{2}$ x $10\frac{1}{2}$ vols., $\frac{3}{4}$ in., on floor. Bindings broken. Attic. (383)

686. CORRESPONDENCE, July 1, 1934 to date. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Frequently, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 in., in 2 drawers of wooden filing case. NW. room, 1st floor. (380)

STATION NO. 34

Bldg. A, Station
Bldg. B, Boathouse
Race Point

Some district records of the Coast Guard are now stored in this station:

The records stored in the attic of the boathouse are exposed to fire hazards and are damaged by rodents.

Station Records

687. DAILY RECORD, Mar. 25, 1873 - Jan. 31, 1879. Weather conditions at sunrise and sunset, events during the day and night, names of persons on patrol; amount of coal used nightly in cold weather, accounts of ships in distress, and assistance given. Entered chronologically. (Never.) 8 x $12\frac{1}{2}$ vol., $1\frac{3}{4}$ in., on wooden shelf. Attic (Bldg. A). (40)

688. JOURNAL, Feb. 1, 1879 - Jan. 19, 1880. Form 1, showing date, velocity and direction of wind, number of crew present, vessels seen, persons visiting station; also, expenditures, names of crew, and their patrols. Entered chronologically. (Never.) $8\frac{1}{2}$ x $12\frac{1}{2}$ vols., 1 in., in pasteboard box. Damaged by vermin, rodents, faulty containers; bindings broken. Attic (Bldg. B). (318)

689. JOURNAL, Feb. 1, 1879 - Apr. 30, 1881; Feb. 13 - Feb. 14, 1887. Forms 1 and 1A, daily logs, showing conditions of wind, weather, and surf, barometer readings; crew present; number of vessels passing; expenditures; names and watches of patrolmen; and general remarks. Entered chronologically. (Never.) $8\frac{3}{4}$ x $12\frac{1}{4}$ and 9 x 14 vols (2), $2\frac{1}{4}$ in., in 2 wooden boxes. Attic (Bldg. B). (348, 245)

690. JOURNAL AND LOG, LIFE SAVING SERVICE, Sept. 1, 1881 to date. Record of daily routine, notes on weather conditions, names of men on patrol, time of duty, and general remarks. Entered chronologically. (Never.) $8\frac{1}{2}$ x 14 vols., 8 ft. 7 in., on open wooden shelves and on desk. Attic and Office (Bldg. A). (38, 47, 2)

691. WRECK REPORTS, COPIES, Nov. 2, 1883 - Feb. 5, 1915. Form 1806, summary accounts of wrecks within the jurisdiction of the station, including name of vessel, tonnage, age, port sailed from, master, owner, value, spot where wreck occurred, condition, state of wind and weather, and number of persons saved or lost. Entered chronologically. (Never.) $8\frac{1}{2}$ x $13\frac{3}{4}$ and $8\frac{1}{2}$ x 14 vols. (3), $2\frac{1}{2}$ in., on wooden shelf and in wooden box. Attic (Bldg. A). (31, 244)

692. RECEIPTS FOR UNIFORMS AND CLOTHING, Nov. 2, 1889 - Nov. 19, 1906. Form 1852, record showing clothing received by surfmen, name of concern, address, date, clothing purchased, amount and receipt. Filed chronologically. (Never.) $3\frac{3}{4}$ x 8 bundles, $4\frac{1}{2}$ in., in wooden drawer. Attic (Bldg. B). (255)

693. MONTHLY RECORDS OF WIND SIGNALS, Apr. 1, 1893 - Feb. 20, 1910. Form 1033, record of wind signals, including date, kind of storm, the time of order to hoist signal, signal hoisted, signal lowered, and remarks. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vol., $\frac{3}{4}$ in., in pasteboard box. Attic (Bldg. B). (249)

694. RECEIPTS FOR TRAVELING EXPENSES, Dec. 27, 1894 - June 27, 1899. Form 1834, indicating date, amount of money, points of travel, signature of payee, and detachable receipt. Filed chronologically. (Never.) $3\frac{1}{2}$ x $7\frac{1}{4}$ receipt book, $\frac{1}{2}$ in., in pasteboard box. Attic (Bldg. B). (215)

695. RECORD OF RECEIPTS AND EXPENDITURES OF PROPERTY, Jan. 1, 1907 - Aug. 1, 1918. Form 1824, record of money received and balance from previous quarter: date, balance, amount received by warrant, warrant number, date of warrant, and total amount. Entered chronologically. (Never.) $8\frac{1}{2}$ x 11 vol., 1 in., in pasteboard box. Attic (Bldg. B). (275)

696. CIRCULAR LETTERS, 1915 - 1921. Correspondence from headquarters, Washington, D.C., concerning new instructions and duties. (Never.) 8 x 10½ bundles and loose letters, 2 ft. 2 in., in open wooden box. Damaged by careless handling, and faulty containers; dirty, scattered, ink faded. Attic (Bldg. B). (262)

697. CORRESPONDENCE, PERSONNEL, 1915 - 1928. Histories of employees from the time they entered the service until discharged, resigned, or pensioned. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 12 ft. 6 in., in wooden box and in 5 pasteboard boxes. Scattered. Attic (Bldg. B). (231)

698. REENLISTMENTS AND ANNUAL LEAVES OF SURFMEN AND KEEPERS, Feb. 6, 1915 - Oct. 22, 1918. Record of reenlistments and annual leaves of all employees: names, dates, reenlistment dates, dates of annual leaves, and amount of time. Filed alphabetically. (Never.) 5 x 8 cards, 1½ in., in wooden box. Dirty, torn. Attic (Bldg. B). (238)

699. LETTERS RECEIVED, Aug. 19, 1915 - Feb. 7, 1916; July 19, 1916 - Oct. 13, 1916. Including letters from Treasury Department. Filed chronologically. Indexed. (Never.) 7 x 11 vol., 4½ in., in wooden box. Attic (Bldg. B). (270)

700. TELEGRAMS RECEIVED, Oct. 21, 1915 - Jan. 31, 1918; May 21, 1921 - Feb. 8, 1922. Telegrams from headquarters, Washington, D.C., and from the Boston office. Filed chronologically. (Never.) 7½ x 9½ and 9 x 11 vols., 4½ in., in wooden box. Damaged by rodents; sooty. Attic (Bldg. B). (272)

701. RECORD OF SIGNALS RECEIVED, Apr. 17, 1917 - Feb. 1, 1924. Name of person who received signal, signal, code, interpretation, and date. Entered chronologically. (Never.) 8¼ x 10½ vols., 1¼ in., on wooden shelf. Attic (Bldg. A). (67)

702. GENERAL FILE, 1918 - 1922; Jan. 1930 to date. Correspondence, records, and reports from stations to the district superintendent containing information relative to assistance rendered; pay rolls; also correspondence with Washington concerning construction and repairs of hulls and machinery, equipment and supplies, accounts, operations, personnel, administrative and legal matters. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (1918 - 1922, never; Jan. 1930 to date, daily; official.) 3½ x 8 sheets and 9 x 12 folders, 21 ft. 10 in., in 36 drawers of metal filing cases and in 5 drawers of wooden filing case. Attic (Bldg. C), and S. side, 1st floor (Bldg. A). (360, 93)

703. ROUGH LOG, Aug. 24, 1918 to date. Giving date, hour, name of man on watch, telephone calls, vessels passing, and direction of wind; notations as to condition of apparatus and equipment. See addenda to 315 for sizes of vols. Entered chronologically. (Records prior to June 29, 1936, never; current records, daily; official.) Variously sized vols., 3 ft. 5¼ in., in wooden box, on wooden shelf, and on enclosed shelf. Some torn, bindings broken. Attic (Bldg. B), and S. side, 1st floor and attic (Bldg. A). (315, 42, 59)

704. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - May 1926. Rating and monthly wages of each man, number of days entitled to pay, subsistence; deductions for insurance and allotments, amount forfeited; and other items. Entered chronologically. (Rarely, official.) 8 x 10½ vols., 1¾ in., on wooden shelf. Attic (Bldg. A). (75)

705. CHECKS, COPIES, Aug. 1, 1922 - Nov. 29, 1932. Name of receiver, amount, and check number (copies). Filed chronologically. (Never.) 8½ x 16½ forms, 3 ft. 3 in., in open wooden box. Damaged by careless handling; torn, scattered. Attic (Bldg. B). (234)

706. QUARTERLY ALLOTMENT FOR REPAIRS TO BOATS, Jan. 5, 1925 - July 16, 1928. Form 2116, indicating date, name of payee, service voucher number, date paid, check number, amount, and debit or credit. Entered geographically. (Never.) 8 x 10½ vol., ¾ in., in wooden box. Attic (Bldg. B). (278)

707. ACCOUNTS, May 1925 - Feb. 1930. Record of repairs and expenses for vessels, showing warrant number, date, and amount; also, outstanding checks for each month; check number, date, amount, and to whom issued. Entered chronologically. (Never.) 8 x 10½ vol., 1½ in., in wooden box. Attic (Bldg. B). (237)

708. VISITORS' REGISTER, Aug. 5, 1925 - Sept. 5, 1931. Record of persons visiting this station, showing name, address, and date of visit. Entered chronologically. (Never.) 8½ x 14 vol., 1¼ in., on wooden shelf. Attic (Bldg. A). (39)

709. RECORD OF LEAVES, Oct. 1926 - Dec. 31, 1928; Jan. 1 - Dec. 1932. Record of leaves of absence granted to surfmen and keepers, showing name of station, date, name of person, amount of time granted; also, men transferred to other stations. Entered geographically and chronologically. Indexed. (Never.) 8½ x 14 and 10 x 16 vols., 2 in., in wooden box. Torn, scattered, bindings broken. Attic (Bldg. B). (300)

710. REPORTS OF ASSISTANCE, Dec. 16, 1927 - June 29, 1934. Report of assistance given to persons as a result of disaster at sea, showing name and address of persons assisted, kind of assistance rendered, names of persons assisting, and comments regarding case. Filed chronologically. (Rarely, official.) 9 x 12 folders, 1½ in., on open wooden shelf. Dirty. Attic (Bldg. A). (37)

711. CUSTOMS INFORMATION EXCHANGE, 1928 - 1929. Mimeograph circular letters from Customs Information Exchange containing information relative to changes in import duties, coast patrol, activities of smugglers, and other information pertinent to official duties. Filed chronologically. (Never.) 8 x 10½ bundles and papers, 1 ft. 10 in., in open wooden box. Damaged by rodents, careless handling, faulty containers; dirty, scattered. Attic (Bldg. B). (268)

712. TELEPHONE LOG, Mar. 16, 1935 - Mar. 31, 1936. Record of telephone calls sent and received, showing time of call, point calling or called, and name of person sending call. Entered chronologically. (Rarely, official.) $8\frac{1}{4}$ x $10\frac{1}{2}$ and $8\frac{1}{2}$ x $14\frac{1}{2}$ vols., $3\frac{1}{4}$ in., on wooden shelf. Attic (Bldg. A). (78)

713. RADIO LOG, Sept. 23, 1935 to date. Record of radio messages sent or received, showing date and time of message. Entered chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ vol., $1\frac{1}{2}$ in., on radio table. S. side, 1st floor (Bldg. A). (57)

District Records

714. RECORDS OF LETTERS RECEIVED, Oct. 15, 1872 - May 11, 1885; June 16, 1890 - Oct. 6, 1904. Record of all letters received by superintendent, including date, from whom received, and a brief summary of contents. Entered chronologically. (Never.) $8\frac{1}{2}$ x 11 vols. (5), 7 in., in pasteboard box. Damaged by fire and rodents; bindings broken. Attic (Bldg. B). (282)

715. DEPARTMENT LETTERS, Nov. 16, 1872 - Mar. 31, 1912; Mar. 1, 1913 - Apr. 1, 1914; Feb. 8 - Aug. 3, 1916. Correspondence from general superintendent, Washington, D.C., to superintendent of District 2, concerning expenditures, transfer of surfmen, supplies, medical aid, leaves and retirement of surfmen. Entered chronologically. Indexed. (Never.) $8\frac{3}{4}$ x 11 vols. (25), 5 ft. $6\frac{1}{2}$ in., in wooden box. Damaged by rodents and careless handling; torn, scattered, bindings broken. Attic (Bldg. B). (280, 304)

716. RECORDS OF SUPPLIES, Jan. 18, 1873 - Jan. 15, 1915. Records of supplies received by general superintendent for use at stations, showing items, dates, and amounts received. Entered chronologically. (Never.) $8\frac{1}{4}$ x 14 and 8 x 11 vols. (5), 6 in., in pasteboard boxes. Bindings broken. Attic (Bldg. B). (313)

717. CIRCULARS, Mar. 28, 1873 - Nov. 25, 1914. Circulars to district superintendent, concerning personnel, change of duties, authorization of rates of pay, and requisitions for supplies. Entered chronologically. Indexed. (Never.) 10 x $11\frac{3}{4}$ vols. (2), $5\frac{1}{2}$ in., in pasteboard box. Attic (Bldg. B). (216)

718. GENERAL CORRESPONDENCE, Apr. 25, 1873 - Aug. 1928. Correspondence about duties, changes of personnel, retirement, condition of stations, comments of personnel, infractions of laws, pay checks and enlistments, received by general superintendent from stations and public; similar correspondence between keeper of Race Point Coast Guard Station, district superintendent, and general superintendent. Filed chronologically, some by subject. (Never.) Variously sized bundles and sheets, 17 ft. 7 in., in open wooden box, in 2 cartons, and in 2 closed pasteboard boxes. Scattered, torn. Attic (Bldg. B). (247, 209, 214)

719. SETTLEMENT OF ACCOUNTS, June 2, 1873 - Sept. 13, 1904; Jan. 20, 1906 - Dec. 1, 1911. Form 2788, reports on settlement of accounts from the auditor of the Treasury, containing an account of disbursement, date of appropriation, and balance remaining; Form 1717, receipts from assistant treasurer for money placed to the credit of the superintendent; Form 5423, transmitting accountable warrant with receipt. Entered chronologically. (Never.) 9 x 11 vols. (3), 7 in., in pasteboard box. Damaged by rodents. Attic (Bldg. B). (361)

720. PAY ROLLS, Sept. 30, 1873 - July 31, 1914; Feb. 1915 - Nov. 1918. Form 2671a, officers and enlisted men, stating number of station, date, name, rank, date of enlistment, number of days present, rate of pay, amount due, deductions, net amount, and remarks; also Form 1819, pay roll for personal service. Filed numerically and chronologically. (Never.) $3\frac{1}{2}$ x 8 and 4 x $8\frac{3}{4}$ bundles, 60 ft. 6 in., in open wooden box and in open pasteboard box. Damaged by rodents; dirty, scattered. Attic (Bldg. B). (252, 228)

721. VOUCHERS, Dec. 31, 1873 - June 27, 1906. Forms 8, 1814, and 1836 for payments to concerns for merchandise or service rendered, showing names of concerns, articles, amounts, dates, receipts, authorizations, and the certification of vouchers by superintendent of District 2 and by the debtor (triplicates). Some filed chronologically, and some unarranged. (Never.) Variously sized bundles and vols., 1 ft. $8\frac{1}{2}$ in., in wooden drawer and pasteboard box. Damaged by rodents; dirty, torn, bindings broken. Attic (Bldg. B). (213, 316)

722. DISBURSING CHECK STUBS, Mar. 26, 1874 - Jan. 2, 1913. Forms 10, 22, and 115, stubs for payments by Assistant Treasurer of the United States to employees of Life Saving Service, showing check number, date, name of employee, and amount. Arranged numerically. (Never.) $4\frac{1}{2}$ x $7\frac{1}{2}$ and $4\frac{1}{2}$ x 14 stubs, 7 ft. 7 in., in 2 wooden boxes. Attic (Bldg. B). (212)

723. REQUISITIONS FOR STATIONERY, June 30, 1880 - July 1, 1902. Form 1829 and Cat. $13\frac{1}{2}$, requisitions of district superintendent on Secretary of Treasury, requesting stationery, stating date, quantities, and description of articles desired. Filed chronologically. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ bundles, 2 in., in open wooden drawer. Attic (Bldg. B). (226)

724. PROPERTY RETURNS, COPIES, June 30, 1883 - June 30, 1887. Form 1832, records of public property, including name of article on hand, name of article received, total amount of articles, amount expended, names of articles remaining, and their condition, for Manomet Point and Race Point Stations. Filed chronologically. (Never.) 9 x 11 vols. (2), 1 in., in pasteboard box. Damaged by rodents. Attic (Bldg. B). (350)

725. PROPERTY RETURNS, June 30, 1883 - June 30, 1932. Forms 1832 and 2569, yearly inventory of supplies and equipment. Filed chronologically, and alphabetically. (Yearly, official.) Variously sized pamphlets, 10 ft. $1\frac{1}{2}$ in., in 2 open wooden boxes and on open wooden shelf. Some damaged by rodents and careless handling; dirty, scattered. Attic (Bldg. A), and Attic (Bldg. B). (266, 284, 65)

726. STATION LETTERS, Feb. 27, 1885 - Mar. 13, 1886. Correspondence from stations of District 2 to the superintendent, including requests for supplies, changes of duties, and conduct of surfmen. Filed chronologically. Indexed. (Never.) $10\frac{1}{2}$ x $11\frac{3}{4}$ vols. (2), $4\frac{1}{2}$ in., in cardboard, pasteboard boxes. Attic (Bldg. B). (279)

727. MEMORANDA ON LETTERS, May 13, 1885 - June 14, 1890. Records of letters received and sent, including dates, names of writers, and a brief summary of contents. Entered chronologically. (Never.) $8\frac{1}{2}$ x $12\frac{1}{4}$ vol., 1 in., in pasteboard box. Attic (Bldg. B). (246)

728. QUARTERLY REPORT ON STATIONS, Mar. 5 - Mar. 31, 1888. Reports, with correspondence, from Superintendent Sparrow to general superintendent, including name of station, district number, examination of station, crew, apparatus, and weather conditions (duplicates). Filed chronologically. (Never.) $3\frac{1}{2}$ x 8 forms, 1 in., in wooden drawer. Attic (Bldg. B). (258)

729. LETTERS SENT, Apr. 20, 1888 - Aug. 7, 1908. Miscellaneous correspondence from superintendent to keepers of stations in this district, to headquarters, Washington, D.C. Filed chronologically. (Never.) 10 x 12 vols. (13), 1 ft. 6 in., in paper carton. Damaged by rodents, careless handling; torn, bindings broken. Attic (Bldg. B). (232)

730. LETTERS TO KEEPERS, May 1, 1888 - Sept. 17, 1904; Aug. 11, 1908 - Apr. 19, 1909; Aug. 25, 1912 - July 13, 1913; June 6, 1914 - Oct. 16, 1916. Correspondence to keepers of stations from district superintendent concerning this agency; also, letters from district superintendent to keepers of stations in District 2 regarding duties, changes in personnel, and other matters (copies). Entered chronologically. (Never.) 10 x 12 and $9\frac{3}{4}$ x 12 vols (8), 10 in., in pasteboard box and in open wooden box. Damaged by rodents; torn. Attic (Bldg. B). (236, 267)

731. MISCELLANEOUS LETTERS, June 14, 1888 - Oct. 6, 1903; Aug. 25, 1915 - Oct. 14, 1916. Correspondence from superintendent to officials of this agency and to the public; also, correspondence from District Commander regarding supplies, applications, and other matters. Filed chronologically. (Never.) 10 x 12 and 10 x $12\frac{1}{4}$ vols., 4 in., in pasteboard box and in open wooden box. Damaged by rodents; torn, ink faded. Attic (Bldg. B). (248, 265)

732. ARTICLES OF ENGAGEMENT FOR SURFMEN, Sept. 1, 1888 - Aug. 1, 1914. Forms 1803 and 1803A for enlisted personnel of District 2, including name of station, date, district number, amount of money held, rate of pay, signatures of crew, number in crew, date of signing, time of engagement or enlistment, and remarks. Filed chronologically. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ bundles, 2 ft. 8 in., in wooden box. Attic (Bldg. B). (253)

733. ASSISTANT INSPECTORS' LETTERS, Jan. 11, 1889 - Mar. 12, 1892. Correspondence from assistant inspectors of Districts 1 and 2 to superintendent of District 2, regarding supplies assigned to life saving stations. Filed chronologically. Indexed. (Never.) 10 x 11 vol., 2 in., in pasteboard box. Attic (Bldg. B). (311)

734. INSPECTORS' LETTERS, Oct. 22, 1889 - Apr. 7, 1893; Aug. 10, 1904 - Aug. 2, 1915. Correspondence from inspectors, superintendents of construction, and captains of United States Naval Reserve, navy yard, Boston, to superintendent of District 2, pertaining to expenditures, supplies, and freight charges to stations. Filed chronologically. (Never.) 10 x 11¼ vols. (2), 2 in., in pasteboard carton. Attic (Bldg. B). (374)

735. FUNDS, Jan. 4, 1890 - Nov. 14, 1903. Weekly statements of disbursements, reported by the district superintendent to the commissioner of customs in Washington, D.C. (copies). Filed chronologically. (Never.) 10 x 12 vols. (2), 2½ in., in paper cartons. Damaged by rodents; torn, bindings broken. Attic (Bldg. B). (241)

736. LETTERS, ASSISTANT INSPECTOR, Mar. 12, 1890 - Sept. 13, 1905. Letters from the district superintendent to the assistant inspector of this district, concerning the inspection of stations (copies). Filed chronologically. (Never.) 10 x 12 vol., 1 in., in pasteboard box. Ink faded. Attic (Bldg. B). (242)

737. NOTICE OF SHIPMENT OF SUPPLIES, ETC., June 24, 1890 - Aug. 22, 1913. Shipping letters and Form 1826, receipts for supplies, sent from superintendent to stations, showing names of stations, numbers of articles, condition, and dates when received. Filed chronologically. (Never.) 3½ x 8 bundles, 1 ft. 1½ in., in wooden drawer. Attic (Bldg. B). (257)

738. REQUISITIONS FOR SUPPLIES, Mar. 8, 1893 - June 13, 1913. Form 1830, requisitions for supplies from superintendent of District 2 to general superintendent: item number, description of article, price, amount, name of station, quantity desired, total cost, and remarks of general superintendent (duplicates). Arranged chronologically. (Never.) 8 x 10½ and 11 x 16½ folded sheets, 5 in., in pasteboard box. Damaged by rodents; dirty, torn. Attic (Bldg. B). (260)

739. SURFMEN LETTERS, May 23, 1893 - Aug. 8, 1904; Apr. 8, 1910 - Aug. 14, 1915. Correspondence from general superintendent at Washington, D. C., to superintendent of District 2, concerning disability pension, Form 26; Form 25, reenlistments of surfmen. Filed chronologically. Indexed. (Never.) 9¼ x 11 and 9½ x 13 vols. (3), 7 in., in pasteboard box. Damaged by rodents, careless handling; bindings broken. Attic (Bldg. B). (303)

740. ASSISTANT TREASURER STATEMENTS, Aug. 1, 1894 - Aug. 31, 1910. Forms 1746B and 1746C, records of statements from assistant treasurer to superintendent of District 2, concerning cash accounts: date, number of check, amount, and deposits. Filed chronologically. (Never.) $3\frac{1}{2}$ x 8 bundles, 1 ft. 2 in., in open wooden drawer. Attic (Bldg. B). (271)

741. RECORD OF APPLICATION AND EXAMINATION, Mar. 5, 1897 - Feb. 5, 1915. Civil Service examination, Form 104, showing number of application, when received, surname and Christian name of applicant, post office address, age, education, kind of examination, date of examination, and average mark. Entered numerically. (Never.) 12 x 16 vol., $\frac{1}{2}$ in., in wooden box. Damaged by rodents; bindings broken. Attic (Bldg. B). (308)

742. APPLICATIONS FOR SURFMEN, Mar. 9, 1897 - Dec. 2, 1914. Form 395, applications for jobs as surfmen, giving description of applicant, past experience, age, address, and qualifications. Filed chronologically. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ bundles, 7 ft. 7 in., in open wooden box. Damaged by rodents, faulty containers; dirty, scattered. Attic (Bldg. B). (320)

743. LIST OF PERSONS ELIGIBLE FOR EMPLOYMENT AS SURFMEN, Nov. 26, 1897 - Apr. 14, 1914. Form 358, record of persons eligible for surfmen duty; Form 332, report of selection from certification; Form 318, request for certification for original employment. Filed chronologically. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ bundles, 9 in., in open wooden drawer. Attic (Bldg. B). (227)

744. CERTIFICATES FOR ORIGINAL EMPLOYMENT, POSITION OF SURFMAN, Dec. 8, 1897 - Dec. 1904; Feb. 1906 - June 1908; Dec. 1909 - Feb. 4, 1915. Civil Service Commission, Form 327, showing date, station in which vacancy exists, names of three applicants and their averages, name of man selected, and signature of superintendent of District 2. Entered chronologically. (Never.) $10\frac{1}{2}$ x $14\frac{3}{4}$ vols. (11), $6\frac{1}{2}$ in., in wooden box. Damaged by rodents, faulty containers; bindings broken. Attic (Bldg. B). (359)

745. LETTERS, CIVIL SERVICE, Jan. 15, 1898 - July 15, 1904. Correspondence from district superintendent to Civil Service Commission concerning applications and the filling of vacancies. Filed chronologically. (Never.) 10 x 12 vol., 1 in., in pasteboard box. Attic (Bldg. B). (235)

746. CIVIL SERVICE COMMISSION LETTERS, Feb. 9, 1898 - Jan. 8, 1915. Correspondence from Civil Service Commission to superintendent of District 2, concerning eligibility, selections, and appointment of applicants. Entered chronologically. (Never.) $9\frac{1}{4}$ x 11 vols. (3), $7\frac{1}{2}$ in., in pasteboard box. Attic (Bldg. B). (301)

747. EXPENDITURE LETTERS, Apr. 7, 1898 - Aug. 8, 1904. Correspondence from General Superintendent, Washington, D.C., Division Commander at Boston, and from storekeeper at New York to superintendent of District 2, concerning purchases of supplies, fuel, materials, and amount of money to be expended for same. Filed chronologically. (Never.)

10 x 11¼ vols. (2), 5 in., in pasteboard box. Damaged by rodents; dirty. Attic (Bldg. B). (299)

748. PAY LISTS, May 1899 - Apr. 1, 1914. Record of pay checks issued to employees by superintendent of District 2: showing date, name of station, check number, date of issuance, name of payee, amount, and signature of payee. Filed geographically. (Never.) 3¾ x 8¼ bundles, 2 ft. 2 in., in open wooden box. Damaged by rodents; dirty. Attic (Bldg. B). (229)

749. DISABILITY CLAIMS, Feb. 14, 1900 - July 28, 1915. Claims for disability filed by surfmen and keepers: name of claimant, description of claim, date of accident, when forwarded, and beneficiary in case of death. Entered alphabetically. Indexed. (Never.) 8½ x 11 vol., 1 in., in pasteboard box. Damaged by rodents. Attic (Bldg. B). (277)

750. PATROL DIALS, 1904 - 1906. Forms 34 and 156, time clock records of patrols. (Never.) 2½ x 2½ and 3½ x 3¼ loose dials, 9 ft. 5 in., in open wooden box and on shelf. Attic (Bldg. B). (375)

751. CIRCULAR LETTER, Nov. 19, 1904. Obsolete record of surfmen: station where employed, date, name, address, number of years experience, number in crew, service in other stations, dates, and reasons for changes; remarks by keepers on ability of surfmen. Filed geographically. (Never.) 3½ x 8 bundles, 2 in., in open wooden drawer. Attic (Bldg. B). (259)

752. ADVERTISEMENTS, INSTRUCTIONS, SPECIFICATIONS, AND PROPOSALS AND CONTRACTS FOR ANNUAL SUPPLIES, Apr. 4, 1905 - Apr. 11, 1911. Records concerning supplies: proposals for supplies, instructions for bidders, specifications, descriptions, destinations, prices, quantities, names of successful bidders, and descriptions of bonds and sureties. Filed chronologically. Indexed. (Never.) 8½ x 14 pamphlets, 4 in., in pasteboard box. Damaged by rodents and careless handling; scattered, bindings broken. Attic (Bldg. B). (307)

753. RECORD OF TEMPORARY EMPLOYEES, SURFMEN, Aug. 1, 1907 - Feb. 4, 1915. Forms 1857 and 1858, indicating name of station, name of employee, and date engaged. Entered geographically and chronologically. (Never.) 8½ x 11 vol., 1 in., in pasteboard box. Attic (Bldg. B). (274)

754. INSPECTOR'S MONTHLY REPORT, Oct. 7, 1908 - Mar. 19, 1912. Form 1812, indicating date, name of station, names of crew, dates of birth, years in service, marks of proficiency in drills, weather conditions, condition of boats, and remarks. Entered chronologically. (Never.) 5¼ x 8 vol., ¾ in., in pasteboard box. Attic (Bldg. B). (250)

755. SURFMEN'S MUTUAL BENEFIT ASSOCIATION LETTERS, May 17, 1909 - Sept. 29, 1913. Correspondence from officials of Mutual Benefit Association for surfmen to captain of the station concerning resignations, applications, benefits, and other matters. Filed chronologically. (Never.) 9½ x 11 vols., 2½ in., in pasteboard box. Attic (Bldg. B). (251)

756. BONDS OF INDEMNITY, July 1, 1912. Form 1343, bonds of indemnity or surety drawn by superintendent on assistant treasurer of United States, Boston, as a guarantee that salaries will be paid to keepers of stations. Filed numerically. (Never.) $3\frac{1}{2}$ x $8\frac{1}{2}$ bundle, $\frac{1}{2}$ in., in wooden drawer. Attic (Bldg. B). (256)

757. DISBURSING CHECKS ON TREASURER, Feb. 1, 1913 - Oct. 1914; Jan. 1915; June 1 - July 1, 1915; Aug. 1, 1915 - Feb. 13, 1919. Records of payments: check number, date, name of payee, amount of check, amount of balance, and amount of deposits. Entered chronologically and numerically. (Never.) $8\frac{3}{4}$ x 17 vols. (40), 1 ft. 1 in., in wooden box. Damaged by rodents, careless handling; torn, scattered, bindings broken. Attic (Bldg. B). (312, 230)

758. VOUCHER BOOK, July 1, 1913 - Dec. 15, 1925. Record of purchases by superintendent of District 2: date, from whom purchased, place, authority, station, purpose, and cost. Filed chronologically. (Never.) 8 x 10 vols., $1\frac{1}{4}$ in., in wooden box. Damaged by rodents Attic (Bldg. B). (310)

759. ACCOUNTS, Oct. 6, 1913 - Sept. 11, 1916. Accounts of money spent and on deposit for appropriations from the district superintendent to headquarters, Washington, D.C., and to the Treasurer of the United States. Filed chronologically. (Never.) 10 x 12 vol., 1 in., in pasteboard box. Attic (Bldg. B). (210)

760. CORRESPONDENCE, STATIONS, 1915 - 1928. Correspondence and reports of various kinds between the District Office and the Coast Guard stations of the district. Filed geographically and numerically. (Never.) 9 x 12 folders, 14 ft. 8 in., in 2 wooden boxes. Damaged by rodents and careless handling; torn, scattered. Attic (Bldg. B). (233)

761. GENERAL CORRESPONDENCE, HEADQUARTERS, 1915 - 1928. Correspondence and various forms between division and district offices and with headquarters, Washington, D.C., concerning the duties and functions of the stations of this district. (Rarely, official.) 9 x 12 folders, 10 ft., in pasteboard boxes. Damaged by rodents, careless handling, and faulty containers; dirty, torn, scattered. Attic (Bldg. B). (283)

762. REPORTS OF ASSISTANCE RENDERED, July 1, 1915 - June 30, 1917; July 1, 1924 - June 30, 1928. Reports from station keepers to superintendent of District 2, concerning assistance rendered to vessels in distress, in automobile accidents, and fires within the territory covered by the station; Form 1807, resuscitation of apparently drowned persons. Filed geographically and chronologically. (Never.) 8 x $10\frac{1}{2}$ bundles and 9 x $11\frac{1}{2}$ folders, 1 ft. 8 in., in pasteboard box. Scattered. Attic (Bldg. B). (276)

763. LETTERS TO COMMANDANT, Aug. 26, 1915 - Aug. 16, 1916. Letters to headquarters, Washington, D.C., from the district superintendent. Filed chronologically. (Never.) 10 x $12\frac{1}{4}$ vols. (2), 3 in., in wooden box. Damaged by rodents; bindings broken. Attic (Bldg. B). (273)

764. TELEGRAMS, Aug. 26, 1915 - Oct. 14, 1916. Telegrams to headquarters, Washington, D.C. (copies). Filed chronologically. (Never.) 10 x 12¼ vol., 1½ in., in wooden box. Damaged by rodents; dirty, bindings broken. Attic (Bldg. B). (263)

765. LETTERS TO DIVISION COMMANDER, Nov. 17, 1915 - Oct. 10, 1916. Letters from the District Office (copies). Filed chronologically. (Never.) 10 x 12¼ vol., 1½ in., in wooden box. Damaged by rodents. Attic (Bldg. B). (264)

766. EXPENDITURE LETTERS, Nov. 19, 1915 - Oct. 2, 1916. Correspondence from the Division Commander at Boston and the storekeeper at New York to the superintendent of District 2 concerning purchases of fuel, material, supplies, etc. Entered chronologically. (Never.) 9¼ x 11 vols., 3 in., in wooden box. Damaged by rodents; bindings broken. Attic (Bldg. B). (305)

767. MISCELLANEOUS PAPERS, 1917 - June 30, 1935. Correspondence, circular letters, and forms of various kinds concerning operations of Coast Guard Service. Older records, no filing system; later records filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Never.) 9 x 12 bundles and 9 x 15 vols., 3 ft., on floor. Torn. Attic (Bldg. A). (77)

768. DISABILITY RECORD, Nov. 22, 1917 - Mar. 5, 1923; Nov. 30, 1930 - Dec. 10, 1932. Gives name, station, dates of leaving and of returning to duty, dates of first and last treatment, kind of disability, dates admitted and discharged from hospital, fit or unfit for duty, and name of doctor. Filed alphabetically. Indexed. (Never.) 8½ x 14 vols. (2), 1½ in., in wooden box. Attic (Bldg. B). (391)

769. DIALS, Mar. 17, 1918 - Feb. 10, 1919. Disc forms, from stations in this district, time clock not punched according to regulations; also, gives name of station, date, and error of punching. Filed chronologically. (Never.) ¼ x 3¼ loose dial forms, 1 ft. 1 in., in pasteboard box. Attic (Bldg. B). (317)

770. DATA ON BOATS AND LIST OF MEN ENLISTED AND DISCHARGED WEEKLY, June 19, 1919 - May 22, 1920. Records of enlistments and discharges: date, name and position; also, record of boats; number, size, cost, weight, and dimensions of boat and name of builder. Entered chronologically, and numerically. (Never.) 8 x 10¼ vol., ¾ in., in wooden box. Damaged by rodents. Attic (Bldg. B). (319)

771. VACANCY LIST, Nov. 15, 1919 - Dec. 27, 1930. Form 104, list of vacancies: ratings, excess of employees, vacancies, complements, number of enlistments expiring; also, quarterly marks of enlisted men (triplicates). Filed chronologically. (Never.) 9½ x 11 bundle, 7 in., in wooden box. Damaged by careless handling; scattered. Attic (Bldg. B). (306)

772. WELFARE AND RECREATION FUND, Sept. 30, 1922 - June 30, 1924. Form 2115, for welfare and recreation funds, showing quarterly ending, amount and date authorized, amount and date expended, and balance. Entered chronologically. (Never.) 8 x 10½ vol., ¾ in., in wooden box. Attic (Bldg. B). (309)

773. RECORD AND SCHEDULES OF PAY ROLLS AND PUBLIC VOUCHERS, July 1, 1923 - Dec. 31, 1924. Forms 2689 and 2661, pay vouchers for personal services and communications; Form 2667, public vouchers for purchases and services other than personal; Form 2672A, pay rolls of officers and enlisted men. Filed chronologically. (Never.) 8½ x 11 bundles, 5½ in., in wooden box. Attic (Bldg. B). (240)

774. STATEMENT OF ACCOUNTS, June 1, 1925 - June 30, 1928; July 1, 1929 - Jan. 31, 1930. Form 1025, statements of accounts forwarded to General Commander: pay and allowances, fuel and water appropriations, outfits, mileage, contingent expenses; Form 2661, memoranda copy of various expenses and related correspondence. Filed chronologically. (Never.) 8½ x 10½ papers, 2 ft. 5 in., in wooden box. Attic (Bldg. B). (239)

775. POST CARD ACKNOWLEDGEMENTS, Oct. 12, 1925 - Aug. 15, 1930. Form 2556, acknowledgement of receipt of goods or supplies from district office, showing name of station, list of items received, and date. Filed chronologically. (Never.) 3 x 7 bundles (2), 1 ft. 3 in., in wooden box. Scattered. Attic (Bldg. B). (281)

776. DISTRICT ROUGH LOG, Apr. 26, 1927 - Jan. 30, 1933. Form 7125, log kept by District Commander at Provincetown, showing date, time office opened, work performed, names of absentees, time office closed, telephone conditions, and names of temporary employees. Entered chronologically. (Never.) 8½ x 14 vols. (2), 1¾ in., in wooden boxes. Attic (Bldg. B). (211, 302)

777. ACCOUNTS, Aug. 17, 1928 - Aug. 30, 1930. Form 5022, proof of depository balance; Form 143, certificate of settlement of account; Form 5215, lists of checks drawn and settlements of disbursing accounts; Form 1027, warrants and discrepancies with adjustment letters. Filed by subject. (Never.) 8¾ x 11¾ folders, 2½ in., in pasteboard box. Attic (Bldg. B). (254)

778. HARBOR VESSEL LOG, July 31, 1930 - Dec. 3, 1932. Form 2691, recording events of day, including boarding and examining of vessels by picket boats 9061, 8032, 2371, 2339, and 2363; also, showing name of commanding officer, hours cruised, hours idle, nautical miles covered, amount of fuel consumed, and comments on weather. Entered chronologically. (Never.) 8 x 10½ vols. (7), 10½ in., in wooden boxes. Attic (Bldg. B). (261, 243, 269)

779. LIST OF SUPPLIES, no dates. List of supplies needed at stations in District 2, showing name of station, articles needed, quantity, price per unit, and total cost. Filed geographically. (Never.) 8 x 10½ papers, 3 in., in pasteboard box. Damaged by rodents; dirty. Attic (Bldg. B). (208)

Brant Rock Records

780. JOURNAL, LIFE SAVING SERVICE, Jan. 11, 1893 - Jan. 5, 1895. Daily reports, showing weather conditions, names of men on patrol, time of duty, and events of the day. Entered chronologically. (Never.) $8\frac{1}{2}$ x 14 vols. (2), $2\frac{3}{4}$ in., on wooden shelf. Attic (Bldg. A). (54)

Manomet Point Records

781. JOURNAL, Dec. 1, 1874 - Feb. 6, 1891; Feb. 8, 1892 - Dec. 31, 1893; Feb. 22, 1895 - Jan. 30, 1897. Forms 1 and 1808, daily logs of conditions of weather and surf, names of men on patrol, condition of station, number of vessels passing, and general remarks. Filed chronologically. (Never.) $8\frac{1}{2}$ x 12 and $8\frac{1}{2}$ x 14 vols., 2 ft., in pasteboard box. Damaged by careless handling, water, rodents; bindings broken. Attic (Bldg. B). (314)

PEAKED HILL BAR STATION, NO. 35

This agency was established in 1873 to aid those in distress at sea and along the coast. The present station was erected in 1915 to replace the former one which, because it was located 500 yards further east, was in danger of being washed away by the tide. The boatswain-in-charge sends reports to District 3 Office, Wakefield, Rhode Island where they are incorporated in this district and sent to the Boston district office and eventually forwarded to the Washington office. The older records, stored in the attic, are not protected against fire; the current records are properly housed in modern equipment and are accessible.

782. RECORD OF RECEIPTS AND EXPENDITURES, Mar. 1, 1873 - Aug. 25, 1922. Record of supplies and equipment: date, items received, and quantity. Entered alphabetically. (Never.) $8\frac{1}{2}$ x $13\frac{3}{4}$ and $8\frac{1}{2}$ x 11 vols. (3), 3 in., in wooden box. Attic. (367)

783. JOURNAL AND LOG, Mar. 24, 1873 - Jan. 10, 1880; Dec. 30, 1882 to date. Records of weather and patrols, comments on passing ships, and other events of the day. Entered chronologically. (Rarely, official.) $8\frac{1}{2}$ x 14 vols. (75), 8 ft., on wooden shelf in closet, and on desk. Binding broken 1 vol. Attic. (356, 346, 358)

784. PROPERTY RETURNS, June 30, 1883 - June 30, 1888; Apr. 1, 1893 - May 31, 1915; July 1, 1916 - June 30, 1923. Complete yearly inventories of supplies and equipment on hand at beginning of year, received and used during year, and balance on hand. Arranged chronologically. (Never.) Variously sized pamphlets, and covers (2), $4\frac{3}{4}$ in., in wooden box and on wooden shelf in closet. Attic and NW. room, 1st floor. (353, 343)

785. WRECK REPORTS, COPIES, Mar. 30, 1884 - Sept. 25, 1920. Form 1806, record of marine casualties sighted and assistance rendered: name of rig, nationality, tonnage of vessel, where from, port of destination, number of crew and passengers, number of lives lost and saved, extent of damage, and cause of casualty. See addenda for reports of various wrecks. Entered chronologically. (Rarely, official, public.) $8\frac{1}{2}$ x 14 vols. (2), 2 in., on wooden shelf. Attic. (371)

786. LETTERS RECEIVED, Apr. 16, 1899 - Dec. 1, 1928. Arranged chronologically. (Never.) 10 x 12 and 10 x $11\frac{1}{4}$ covers (2), 7 in., in box. Torn. Attic. (368)

787. PERSONNEL RECORDS, 1910 to date. Records and pertinent correspondence. Arranged alphabetically. (Frequently, official.) 9 x 12 folders, 5 in., in drawer of wooden filing case. NW. room, 1st floor. (341)

788. PAY ROLLS, May 1915 - Jan. 1917. Form 2671-A, showing name of surfman, rating, rate of pay, credits, deductions, and amount of check. Arranged chronologically. (Never.) $3\frac{3}{4}$ x 8 bundles, 2 in., in wooden box. Attic. (340)

789. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1915 - Apr. 1922. Form 2602, showing name of each man, marks for proficiency in various drills, and general remarks as to condition of station. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vol. (2), 1 in., in wooden box. Attic. (354)

790. PERSONNEL, 1917 - 1933. Record of surfmen transferred, retired, or discharged; also pertinent correspondence. Filed alphabetically. (Semiannually, official.) 9 x 12 folders, 4 in., in wooden box. Attic. (339)

791. RECORDS OF SIGNALS RECEIVED AND SENT, Apr. 19, 1917 - Mar. 22, 1926. Records of flag code signals: date, names of receiver and sender, signals and their interpretation. Entered chronologically. (Never.) 8 x 10 vols. (4), 4 in., in wooden box. Attic. (347, 345)

792. ROUGH LOG, Aug. 22, 1918 to date. Record of watches: time, name of lookout, notations on passing vessels, and other events sighted during the watch. Entered chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ vols., 2 ft. 8 in., on wooden shelf in closet. Torn, dirty, ink faded. Attic and NW. room, 1st floor. (352, 342)

793. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - Apr. 1926. Form 2672B, including name of man, rank, rate of pay, and credits due him; also, debits for insurance, forfeits, and other matters. Entered chronologically. (Never.) 8 x 11 vol., $\frac{3}{4}$ in., in wooden box. Attic. (355)

794. REPORT OF ASSISTANCE RENDERED, Oct. 3, 1920 - June 4, 1925. Form 2625, detailed record of assistance rendered to persons and vessels in distress. Filed chronologically. (Rarely, official, public.) 9 x $11\frac{1}{2}$ folders, $\frac{1}{2}$ in., in wooden box. Torn. Attic. (357)

795. CIRCULAR LETTERS, Dec. 10, 1921 - Oct. 22, 1927. Letters from headquarters, Washington, D.C.; also, letters from Customs Information Exchange, relating to change of duties on imports, smuggling, and other information valuable to coast patrols. Filed chronologically. (Never.) 8 x 11 bundles, 1 ft. 6 in., in wooden box. Attic. (351)

796. CLOTHING RECORDS, Sept. 1, 1922 - May 19, 1930. Record of clothes received by men: date, by whom received, and cost of each item. Entered chronologically. (Never.) 8 x 10 vol., ½ in., in wooden box. Attic. (369)

797. CORRESPONDENCE, 1924 - 1933. General correspondence. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Never.) 9½ x 12 folders, 2 ft. 6 in., in wooden box. Attic. (370)

798. GENERAL FILE, July 1934 to date. Correspondence and various other records. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) 9 x 12 folders, 2 ft. 10 in., in 3 drawers of wooden filing case. NW. room, 1st floor. (344)

ROCKPORT

STRAITSMOUTH STATION

This agency was established in 1900, to aid those in distress. Reports are made to the office of District 1. Older records are stored in the attic; current records are in good condition, safely kept in modern equipment and accessible, in the boatswain's office.

799. PROPERTY RETURNS, COPIES, July 1, 1900 - June 30, 1926. Records of public property. Filed chronologically. (Never.) 8 x 10½ vols. (11), 9 in., on wooden shelf. Attic Storeroom. (57)

800. JOURNAL AND LOG, July 2, 1900 - June 18, 1934; Mar. 31, 1935 to date. Forms 2622 and 2620, records of daily patrols, lookouts, and miscellaneous events of the day. Entered chronologically. (Older records, never; current records, daily; official.) 8½ x 14 (72) and 8½ x 14 vols. (3), 9 ft. 7 in., on wooden shelf and in wooden drawer. Attic Storeroom and Boatswain's Office. (27, 4)

801. ROUGH LOG, Sept. 18, 1918 - Sept. 23, 1935. Reports by enlisted men of the events of the day. Entered chronologically. (Never.) 10½ x 16 vols. (11), 10 in., on wooden shelf. Attic Storeroom. (29)

802. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, MEMORANDUM COPIES, Oct. 22, 1918 - Oct. 15, 1934. Form 2672. Entered chronologically. (Never.) 8 x 10½ vols. (3), 2½ in., on wooden shelf. Attic Storeroom. (28)

803. COOPERATIVE OBSERVERS' METEOROLOGICAL RECORD, June 2, 1922 - Nov. 3, 1933; Apr. 1, 1936 to date. Form 1009, record of temperature, precipitation, direction of wind, and miscellaneous phenomena. Filed chronologically. (Older records, never; current records, daily; official.) $10\frac{1}{2}$ x 11 loose-leaf books (6) and papers, $4\frac{1}{2}$ in., on wooden shelf and in wooden drawer. Attic Storeroom and Boatswain's Office. (3, 43)

804. MONTHLY RECORD OF STORM WARNINGS, Oct. 10, 1927 - Jan. 25, 1933. Monthly record of storm warnings posted. Entered chronologically. (Never.) 8 x 10 vols., 1 in., on wooden shelf. Attic Storeroom. (44)

805. GENERAL CORRESPONDENCE, Nov. 5, 1930 to date. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 3 ft. 5 in., in 4 drawers of wooden filing case. Boatswain's Office. (6)

806. CONDUCT RECORD, June 22, 1932 to date. Form 2106. Entered chronologically. (Daily, official.) $5\frac{1}{4}$ x $7\frac{3}{4}$ vols., $\frac{1}{2}$ in., in wooden drawer. Boatswain's Office. (26)

807. PROPERTY RECORD, June 30, 1933 to date. Form 2571. Filed chronologically. (Yearly, official.) 8 x $10\frac{1}{2}$ vols., 2 in., in wooden drawer. Boatswain's Office. (2)

808. ENLISTMENT CONTRACTS, June 7, 1934 to date. Form 2500. Filed chronologically. (Monthly, official.) 8 x $10\frac{1}{2}$ folders, 3 in., in wooden drawer. Boatswain's Office. (5)

809. HARBOR VESSEL LOG, PICKET BOAT 2327, July 15, 1934 - Mar. 16, 1935. Form 3619, record of daily events. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vols. (2), 3 in., on wooden shelf. Attic Storeroom. (45)

810. AIRWAY WEATHER REPORT, Dec. 1, 1935 to date. Form 1130, report of sky conditions, visibility, obstructions to vision, and temperature readings. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x 12 papers, 1 in., in wooden drawer. Boatswain's Office. (41)

811. ANEMOMETER RECORD, June 2, 1936 to date. Form 1015, record of wind velocity. Filed chronologically. (Daily, official.) $3\frac{1}{4}$ x $13\frac{1}{2}$ papers, 1 in., in wooden drawer. Boatswain's Office. (51)

SALEM

WINTER ISLAND AIR STATION

This agency was established in 1935. Records are in good condition, safely kept in modern equipment, and are accessible.

812. CORRESPONDENCE, Jan. 1, 1935 to date. Correspondence sent and received. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 37 ft. 5 in., in 24 drawers of metal filing cases. General Office, Supply and Maintenance Office, and Sending and Receiving Room, 1st floor. (628, 629, 630)

813. DAILY FLIGHT LOG, Jan. 17, 1935 to date. Record of flights made by seaplanes. Entered chronologically. (Daily, official.) 12 x 15 vol., 2 in., on enclosed metal shelf. General Office, main floor. (626)

814. LOG, Jan. 17, 1935 to date. Form 3510, daily record of all activities. Entered chronologically. (Daily, official.) 10 x 15 vols. (20), 10 in., on enclosed metal shelf. General Office, main floor. (627)

815. STOCK RECORDS, Jan. 17, 1935 to date. Records of stock and equipment on hand. Entered chronologically. (Daily, official.) 9 x 18 covers (40), 4 ft. 8 in., on 2 metal shelves. Storage Room, main floor. (625)

816. CHARTS, MAPS, AND PLANS, Jan. 17, 1935 to date. Charts and maps, and plans of seaplanes and their motors. Filed numerically. (Frequently, official.) 8 x 10½ folders, 8 ft. 7 in., in 4 drawers of wooden filing case. Machine Shop, main floor. (624)

SALISBURY

SALISBURY BEACH STATION, NO. 19

This agency was established to aid those in distress within the vicinity of the station. The present building was erected in 1898. Reports are made to the district office in Boston. Records are in good condition, safely kept in modern equipment, and are accessible.

817. WRECK REPORTS, Nov. 5, 1898 - Sept. 1, 1914; Nov. 17, 1914 - May 17, 1916. Discontinued Life Saving Service Form 1806, record of wrecks occurring in vicinity. Entered chronologically. (Rarely, official.) 8½ x 14 vols. (2), 4 in., on floor. Attic. (6)

818. CORRESPONDENCE, July 1, 1909 - June 30, 1933; July 1, 1934 to date. Filed chronologically. (Older records, rarely; later records, daily; official.) 8 x 10½ bundles and folders, 18 ft. 9 in., in 2 wooden boxes, and in 3 drawers of wooden filing case. Attic and W. side, 1st floor. (2, 13)

819. LOG, Aug. 1, 1915 to date. Form 2622, daily record of events, including condition of weather and surf, men on patrols and watches, and remarks. Entered chronologically. (Daily, official.) 8½ x 14 (40) and 8½ x 12 (18) vols., 8 ft. 1 in., on floor and on wooden shelf. Attic and W. side, 1st floor. (8, 9)

820. PROPERTY RETURN AND RECORD, May 31, 1916 to date. Discontinued Form 2569 and Form 2571, records of public property. Arranged chronologically. (Monthly, official.) 9 x 11½ booklets and loose-leaf books, 4 ft. 6 in., in wooden box and on desk. Attic and W. side, 1st floor. (11, 12)

821. RECORD OF SIGNALS SENT, Apr. 16, 1917 - May 11, 1921. Discontinued Form 9622, record of signals sent from this station, showing type of flags used, meaning of signals, and time sent. Entered chronologically. (Never.) 8 x 10½ vols., 3 in., on floor. Attic. (1)

822. ROUGH LOG OF LOOKOUT TOWER, Jan. 3, 1928 - May 14, 1930. Record of daily events, recorded by man on watch. Entered chronologically. (Rarely, official.) 8 x 10 vols. (5), 6 in., on floor. Attic. (5)

823. HARBOR VESSEL LOG, June 3, 1928 - Feb. 16, 1934. Form 2619, records of activities of picket boat. Entered chronologically. (Rarely, official.) 8 x 10½ vols., 1 ft. 10 in., on floor and on wooden shelf. Attic and 1st floor. (7, 10)

824. ROUGH LOG FOR TRUCK, June 29, 1932 - June 8, 1934. Discontinued Form 2115, record of activities of station truck, showing number of miles covered, amount of gasoline and oil consumed. Entered chronologically. (Seldom, official.) 8 x 10½ vols. (4), 5 in., on wooden shelf. W. side, 1st floor. (4)

825. ROUGH LOG, Apr. 19, 1935 to date. Form 2116, daily record of events at or near station, recorded by man on watch. Entered chronologically. (Daily, official.) 8 x 10 vols. (8), 10 in., on open metal shelf. W. side, 1st floor. (3)

SANDWICH

CAPE COD CANAL STATION

This agency was established to aid those in distress within the vicinity of the station. It is located on the southern bank of the Cape Cod Canal; the present building was erected prior to 1917. Reports are made to the district office, Boston. The older records are stored in a blind attic, exposed to fire hazards; current records are safely kept in modern equipment in an office on the 2d floor.

826. LOG, Aug. 9, 1919 to date. Form 2262, record of wind direction and velocity, temperature and barometer readings, state of weather, patrol and lookout watches, hours on duty of each man, vessels passing, and daily activities of station personnel; also, copies of rough log of the Sandwich Station which was formerly known as Manomet Point Auxiliary Boat House. Entered chronologically. (Never.) 8½ x 14 vols. (32), 2 ft. 8 in., on wooden shelf. Attic. (4)

827. CORRESPONDENCE, RECORDS, AND REPORTS, July 1, 1930 to date. Including requisitions, orders, and vouchers. Filed chronologically. (Daily, official.) 9 x 11 folders, 3 ft., in 4 drawers of wooden filing case. NE. corner room, 2d floor. (5)

SOUTH BOSTON

Floating Unit, Dorchester Bay

This unit was established in Dorchester Bay in 1913. The vessel's hull serves as living quarters and administrative offices; also, as mother ship to smaller craft which patrol the bay during the summer months for the protection of shipping, aircraft, and bathers. Its records seem to be intact but, through lack of space, are stored in several places about the hull. Some of the older records are inadequately cared for and in poor condition, but all current material is suitably preserved in modern equipment.

828. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1, 1915 - Apr. 30, 1922. Proficiency ratings in various drills; general condition of station and equipment. Filed chronologically. (Never.) 8 x 10 vols., 2 in., on floor. Damaged by water, careless handling, faulty containers; dirty. Storeroom. (4057)

829. LOG, Oct. 5, 1917 to date. Record of weather and surf conditions, names of patrols and watches, time on duty and duties performed. Filed chronologically. (Older records, never; current records, daily; official.) 10 x 10 and 10 x 16 vols., 2 ft. 11 in., on floor and in wooden box. Damaged by water and faulty containers; dirty, bindings broken. Storeroom and Office. (4031, 4023)

830. REQUISITIONS, Jan. 17, 1920 - Feb. 15, 1934; Dec. 1, 1935 to date. Standard Form 2556, for materials: description, quantity, unit cost of articles. Filed chronologically, some by subject. (Older records, never; later records, weekly; official.) 8 x 10 loose-leaf book and papers, 3 in., on floor and desk. Some damaged by water, faulty containers; dirty. Storeroom and Office. (4055, 4021)

831. REPORTS OF ASSISTANCE RENDERED, July 12, 1921 to date. Form 2625, record of aid rendered vessels in distress: names of vessels and masters; types of cargo, ports of origin and destination, and lives saved or lost. Filed chronologically. (Older records, never; current records, daily; official.) Variously sized bundles and folders, 3 ft. 6 in., on floor, in drawer of wooden filing case and on desk. Storeroom, Coatroom, and Office. (4032, 4027, 4034)

832. WATCH LOG, Sept. 11, 1922 to date. Notations regarding sea and air traffic in vicinity of station: description of ship or airplane, time of passing, course or direction of flight, and name of man on watch. Filed chronologically. (Daily, official.) 10 x 16 vols., 10 in., in wooden box. Damaged by faulty containers; bindings broken; scattered, torn, dirty. Office. (4025)

833. PERSONNEL RECORDS, May 25, 1925 - Aug. 31, 1931; May 1, 1934 to date. Records give name, address, rating, marital status, height, weight, age of employee, service and health records, duties, and rate of pay. Filed alphabetically. (Older records, never; later records, weekly; official.) 9 x 12 folders, 3 ft. 8 in., on floor and in drawer of wooden filing case. Damaged by water, careless handling, faulty containers; dirty. Storeroom and Office. (4053, 4026)

834. PROPERTY RECORD, May 12, 1927 to date. Form 2571, showing materials and supplies on hand and condition of same. Filed by subject. (Daily, official.) 8 x 10 loose-leaf books, 6 in., on wooden shelf. Office. (4022)

835. PAY ROLLS, July 1, 1928 - Nov. 1, 1934. Recording name, rank, rate of pay of employee, credits allowed, adjustments made, and total pay received. Filed chronologically. (Never.) 8 x 12 vols., 1 in., on table. Coatroom. (4033)

836. INVENTORY OF EQUIPMENT, July 1, 1930 - June 30, 1932. Name of station, name and number of articles on hand, amounts received and used. Filed by subject. (Yearly, official.) 10 x 12 vols., 1 in., on table. Coatroom. (4030)

837. MONTHLY REPORT ON MACHINERY, May 1, 1931 - Feb. 11, 1934. Form 2616J, showing repairs needed, work done, replacements made, and cost of repairs. Filed chronologically. (Never.) 8 x 10 loose-leaf books, 2 in., on floor. Damaged by faulty containers. Storeroom. (4056)

838. GENERAL CORRESPONDENCE, Oct. 15, 1932 to date. Correspondence relative to personnel, allotments, invoices, expenses, pay rolls, construction, repairs, instructions, complaints, and reports. Filed by subject. (Older records, never; current records, daily; official.) 9 x 12 folders and 8 x 10 sheets, 9 ft. 6 in., on floor, in 4 drawers of wooden filing case, and on file board. Damaged by water, careless handling, faulty containers; dirty, brittle, scattered. Coatroom and Office. (4054, 4029, 4028, 4020)

839. OIL LOG, Jan. 1935 to date. Record of oil received, name of contracting company, quantity purchased, unit cost, amount of oil needed for next order. Filed chronologically. (Weekly, official.) 14 x 15 vols., 1 in., on desk. Office. (4024)

TRURO

PAMET RIVER STATION, NO. 37

This agency was established to aid those in distress in the vicinity of the station. The original building is now used as a boathouse for the present station, which was built in 1934. Reports are sent to the District 3 Office, Wakefield, Rhode Island where they are incorporated in the district report which is sent to Boston and eventually forwarded to the Washington office. Records are in good condition, safely maintained in modern equipment, and are accessible.

840. JOURNAL AND LOG, Dec. 1, 1873 to date. Includes Form 2622, record of weather conditions, patrols, duties and events of the day. Entered chronologically. (Older records, never; later records, frequently; official.) Variously sized vols., 8 ft. 8½ in., in 5 wooden boxes and in cupboard. Records of years 1873 - 1915, damaged by rodents. Attic, and SE. room, 1st floor. (56, 9, 11)

841. EXPENDITURES, Dec. 31, 1873 - May 31, 1902. Obsolete record showing amount of supplies and equipment on hand, quantity received and used for the year, cost per unit, and total cost. Entered chronologically. (Never.) 7 x 8¼ vol., ¾ in., in wooden box. Attic. (48)

842. WRECK REPORTS, COPIES, Apr. 14, 1876 - Apr. 4, 1915. Record of wrecks sighted from this station, showing name of vessel, date, nationality, number of crew and passengers saved, weather conditions, and complete account of wreck. Entered chronologically. (Never.) 8½ x 13¾ vol., ½ in., in wooden box. Attic. (49)

843. PROPERTY RETURNS, COPIES, Oct. 28, 1878 - Apr. 30, 1879; July 2, 1883 - June 30, 1887; Apr. 30, 1898 - May 31, 1902; May 31, 1907 - May 31, 1910. Inventory of amount of supplies and equipment on hand, and quantity received and used during the year. Entered chronologically. (Never.) 8 x 10½ and 9¼ x 11 vols., 2 in., in wooden box. Attic. (12)

844. PROPERTY RECORD AND RETURN, June 1, 1915 to date. Yearly inventory, showing amount of supplies and equipment on hand at beginning of year, quantity received and used during year, and balance on hand. Arranged chronologically. (Older records, never; later records, frequently; official.) 9½ x 11¾ pamphlets and 9¼ x 11 3/8 loose-leaf books, 5 in., in wooden box and on wooden desk. Attic, and SE. room, 1st floor. (8, 7)

845. KEEPER'S MONTHLY REPORT ON SURFMEN, Aug. 1, 1915 - Mar. 31, 1923. Obsolete record showing name of each surfman, and proficiency marks in various drills. Entered chronologically. (Never.) 8 x 10½ vols. (2), 1½ in., in wooden box. Attic. (55)

846. REPORTS OF ASSISTANCE RENDERED, Aug. 18, 1915 to date. Full details of wrecks or mishaps. Filed chronologically. (Frequently, official.) 8½ x 11½ folders, 3 in., in wooden box. SE. room, 1st floor. (10)

847. GENERAL FILE, Apr. 25, 1917 to date. Correspondence and forms pertinent to duties and activities of this station. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Older records, never; later records, frequently; official.) 9 x 11¼ and 9 x 11½ folders, 4 ft. 6 in., in wooden box and in 3 drawers of wooden filing case. Attic, and SE. room, 1st floor. (51, 50)

848. PERSONNEL, June 1, 1917 to date. Record of each employee with pertinent correspondence. Filed alphabetically. (Rarely, official.) 9 x 11½ folders, 1 ft., in drawer of wooden filing case. SE. room, 1st floor. (54)

849. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - Aug. 1925. Obsolete record, showing name, rating, monthly pay, credits and deductions of all employees. Entered chronologically. (Never.) 8 x 10½ vols., ¾ in., in wooden box. Attic. (13)

850. ROUGH LOG, Oct. 29, 1932 to date. Record of watch from lookout tower showing date, time of watch, passing ships, and other events. Entered chronologically. (Older records, never; later records, occasionally; official.) Variously sized vols. and pamphlets, 9 in., in wooden box and in cupboard. Attic, and SE. room, 1st floor. (53, 52)

WELLFLEET

CAHOON'S HOLLOW STATION

This agency was established to aid those in distress. The present building was erected in 1894 to replace the original structure which had been destroyed by fire. Reports are sent to District 3 Office, where they are incorporated in the district report which is sent to Boston and eventually forwarded to the Washington office. The records stored in the attic are being damaged by rodents and silver fish. Current records, stored on the 1st floor, are in good condition, kept in modern containers, and accessible.

851. GOODS RECEIVED, Dec. 22, 1892 - June 12, 1922. Record of supplies and equipment received, showing date, quantities, and items. Entered chronologically. Indexed. (Never.) 8½ x 11 vol., 1½ in., on top of wall under eaves. Attic. (8)

852. JOURNAL AND LOG, Feb. 26, 1893 to date. Including Form 2622, showing weather conditions, various patrols, duties performed daily, and events. Entered chronologically. (Daily, official.) 8½ x 14 vols. (62), 6 ft. 8 in., on top of wall under eaves and on desk. Damaged by vermin. Attic NW. room, 1st floor. (14, 16, 3)

853. PROPERTY RETURNS, Apr. 30, 1893 to date. Forms 1832 and 2569, records of supplies and equipment: showing amount on hand, amount received during period, amount used, balance at end of period, and remarks. Arranged chronologically. (Monthly, official.) Variously sized vols., booklets, and paper pamphlets, 10¼ in., on top of wall under eaves and on wooden shelf. Damaged by vermin; dirty. Attic and NW. room, 1st floor. (15, 12, 4)

854. WRECK REPORTS, COPIES, Nov. 26, 1894 - May 18, 1923. Reports of wrecks sighted; records of weather conditions, assistance rendered, complete account of wreck, and lives lost and saved. See addenda for Bark Castagna wreck report. Entered chronologically. (Never.) $8\frac{1}{2}$ x 14 vol., $\frac{3}{4}$ in., on top of wall under eaves. Binding broken. Attic. (7)

855. CORRESPONDENCE, Oct. 24, 1908 - Nov. 20, 1931. Letters and forms pertaining to duties and regulations of this agency. Entered chronologically. (Never.) 9 x $11\frac{3}{4}$ and 9 x 11 bundle and vol., 5 in., on top of wall under the eaves. Attic. (17)

856. PAY ROLLS OF OFFICERS AND ENLISTED FORCE, Oct. 1918 - May 1926. Records of names of men, ratings, rates of pay, and all credits, deductions for insurance, forfeits, etc. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vol., $\frac{3}{4}$ in., on top of wall under eaves. Attic. (10)

857. KEEPER'S MONTHLY REPORT ON SURFMEN, Nov. 1919 - Apr. 1922. Obsolete form showing names of men employed at station, and their markings in various drills. Entered chronologically. (Never.) 8 x $10\frac{1}{2}$ vol., $\frac{3}{4}$ in., on top of wall under eaves. Attic. (13)

858. PERSONNEL, June 7, 1920 to date. Letters and forms pertaining to men of station. Arranged alphabetically. (Frequently, official.) $9\frac{1}{2}$ x 12 folders, 10 in., in drawer of metal filing case. NW. room, 1st floor. (2)

859. ROUGH LOG, May 6, 1924 - Sept. 1, 1924; Jan. 12, 1927 to date. Record of tower observations, watch, time, date, passing vessels, and events. Entered chronologically. (Rarely, official.) $7\frac{3}{4}$ x $10\frac{1}{2}$ and $8\frac{1}{2}$ x 14 vols. (17), 1 ft. $7\frac{1}{4}$ in., on top of wall under eaves and on desk. Dirty, torn, scattered, bindings broken. Attic and NW. room, 1st floor. (11, 5)

860. GENERAL FILE, Nov. 21, 1931 to date. Correspondence and forms pertaining to duties and regulations of station. Filed according to the Rules for Handling Mail and Files at Units of the United States Coast Guard. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft. 2 in., in 3 drawers of metal filing case. NW. room, 1st floor. (9)

WINTHROP

FORT HEATH RADIO STATION

This agency was established in 1931 as part of the radio service of the Coast Guard. From September 1934 to September 1936, however, communications were handled by the naval station, Navy Yard, Charlestown, because the apparatus at the Winthrop station was not in working order. Reports are made to the Division Commander, Custom House, Boston. Records are in good condition and kept accessible in modern equipment.

861. DAILY TRAFFIC AND RADIO LOG, Nov. 12, 1931 to date. Form 2614A, daily record of all radio calls and signals; also, messages received (copies). Filed chronologically. (Daily, official.) 9 x 12 folders, 13 ft. 6 in., on floor, and in drawer of wooden filing case. Attic and Office, 1st floor. (149, 147)

862. CORRESPONDENCE, Nov. 12, 1931 to date. Correspondence with Division Commander concerning orders, personnel, and general operation of the radio station. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Office, 1st floor. (151)

863. EQUIPMENT BLUEPRINTS, Nov. 12, 1931 to date. Blueprints of equipment shipped to station; also, of buildings and grounds of Fort Heath Reservation. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Office, 1st floor. (148)

864. SUPPLY AND ACCOUNTS FILE, Nov. 12, 1931 to date. Forms 2576A, 2556, 2576, 2582, 1034, and 2639, including requisitions for supplies received, contracts, gas consumption, truck reports, invoices, material received and used, survey reports, commissary vouchers, fuel and water consumption reports. Arranged by subject. (Daily, official.) 9 x 12 papers, 1 ft. 6 in., in drawer of wooden filing case. Office, 1st floor. (152)

865. PROPERTY RECORD, July 1, 1933 to date. Form 2751, showing name of article, size, make, date, price, quantity received and used, costs, and balance on hand. Arranged by subject. (Daily, official.) 8 x 10½ vols., 4 in., in cabinet. Office, 1st floor. (150)